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Scott Walker, Governor
Dave Ross, Secretary

CHIROPRACTIC EXAMINING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
January 23, 2014

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 record of the actions of the Board.

AGENDA

8:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A) Adoption of Agenda

B) Approval of Minutes of October 3, 2013 (5-8)

C) Administrative Updates
1) Staff Updates
2) Study on the Potential Consolidation of the Department of Agriculture, Trade and Consumer Protection with the Department of Safety and Professional Services (Proposing a New Department of Agriculture, Regulation and Trade, or "DART") Report – Discussion of Findings and Recommendations **(9-138)**
3) Board Member Training – February 28, 2014
4) Election of Officers
   a) Chair
   b) Vice Chair
   c) Secretary
5) Appointment of Liaisons, Alternates, and Delegates
   a) Preceptor Liaison
   b) Monitoring Liaison **(139-140)**
      1) Delegated Authority Motions
   c) Credentialing Liaison
   d) Examination, Education and Continuing Education Liaison and Alternate **(141-142)**
   e) Screening Panel Liaison
   f) Travel Liaison
   g) Other Liaisons

D) Preceptor Approvals – Discussion and Consideration (143-144)

	Chiropractor	Lic. Granted
Palmer	Daniel Hyatt, D.C.	02/08/1990
	John Jordan, D.C.	02/23/1989
	James Fox, D.C.	07/13/1995
	Mark Davis, D.C.	12/21/2000
	Allen Van Scoyk, D.C.	04/18/2003
	Kevin Herrle, D.C.	03/11/1999
	Kris Erlandson, D.C.	09/16/1982

E) Education and Examination Matters – Discussion and Consideration

F) Legislative/Administrative Rule Matters – Discussion and Consideration

G) Review of Scope Statement for Chir 2, 3 Practical Exam (145-148)

H) Request for Approval of CT Certification Program – Staff Appearance (As Necessary):

1) Chiropractic Society of Wisconsin – Therapeutic Modalities for CT Certification: Part I **(149-156)**
2) Chiropractic Society of Wisconsin – Therapeutic Modalities for CT Certification: Part II **(157-162)**

I) Items Added After Preparation of Agenda:

1) Introductions, Announcements and Recognition
2) Administrative Updates
3) Education and Examination Matters
4) Credentialing Matters
5) Preceptor Approvals
6) Practice Matters
7) Legislation/Administrative Rule Matters
8) Liaison Report(s)
9) Informational Item(s)
10) Disciplinary Matters
11) Presentations of Petition(s) for Summary Suspension
12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
13) Presentation of Proposed Decisions
14) Presentation of Interim Order(s)
15) Petitions for Re-Hearing
16) Petitions for Assessments
17) Petitions to Vacate Order(s)
18) Petitions for Designation of Hearing Examiner
19) Motions
20) Petitions
21) Appearances from Requests Received or Renewed
22) Speaking Engagement(s), Travel, or Public Relation Request(s)

J) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

K) Deliberation on Issuance of Administrative Warnings

1) 13 CHI 006 – R.R. **(163-164)**
2) 13 CHI 033 – C.A.A. **(165-166)**

L) Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC):

1) Ida C. Allen, D.C. – 11 CHI 052 **(167-172)**
2) Jerod J. Bergman, D.C. – 11 CHI 052 **(173-178)**
3) Jeffrey A. Martin, D.C. – 12 CHI 015 **(179-186)**

M) DLSC Matters – Discusson and Consideration

1) Case Status Report **(187-188)**
2) Case Closing
   a) 12 CHI 20 – C.S.D. **(189-192)**
   b) 12 CHI 27 – R.A. **(193-202)**
   c) 13 CHI 03 – M.M. **(203-206)**

N) Application Matters – Discussion and Consideration

1) Endorsement Application Review – M.J.K. **(207-224)**
2) Endorsement Application Review – P.N. **(225-240)**
3) Endorsement Application Review – D.M.S. **(241-260)**
4) Chiropractic Technician Review – K.M.A. **(261-326)**
5) Chiropractic Technician Review – N.M.B. **(327-370)**
6) Chiropractic Technician Review – L.A.N. **(371-392)**
7) Chiropractic Technician Review – T.Z. **(393-422)**
8) Chiropractic Radiological Technician Review – M.R.W. **(423-434)**
9) Chiropractic Technician Training Review – J.J.K. **(435-448)**
10) Chiropractic Technician Training Review – C.S. **(449-456)**
11) Reinstatement Application Review – J.T.D. **(457-486)**
12) Request for Obtaining Online CE Credits Due to Hardship – S.T. **(487-492)**
13) NBCE Score Grandfather Request – D.J.S. **(493-508)**

O) Deliberation of Items Added After Preparation of the Agenda

1) Education and Examination Matters
2) Credentialing Matters
3) Disciplinary Matters
4) Monitoring Matters
5) Professional Assistance Procedure (PAP) Matters
6) Petition(s) for Summary Suspensions
7) Petition(s) for Extension of Time
8) Proposed Interim Orders
9) Petitions for Assessments and Evaluations
10) Petitions to Vacate Orders
11) Remedial Education Cases
12) Proposed Stipulations, Final Decisions and Orders
13) Administrative Warnings
14) Proposed Decisions
15) Matters Relating to Costs
16) Complaints
17) Case Closings
18) Case Status Report
19) Motions
20) Petitions for Re-Hearing
21) Appearances from Requests Received or Renewed

P) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
OCTOBER 3, 2013

PRESENT: John Church; Jodi Griffith; James Koshick; Kathleen Schneider; Patricia Schumacher

STAFF: Tom Ryan, Executive Director; Joshua Archiquette, Bureau Assistant; and other Department Staff

CALL TO ORDER

James Koshick, Chair, called the meeting to order at 8:36 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

- **Remove E.1 and M.6**

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jodi Griffith moved, seconded by Patricia Schumacher, to approve the minutes of the August 15, 2013 meeting as published. Motion carried unanimously.

PRECEPTOR APPROVALS

MOTION: John Church moved, seconded by Patricia Schumacher, to approve all preceptors as noted below. Motion carried unanimously.

	Chiropractor	Lic. Granted
Northwestern	Brian Senoraski	12/21/2000
University of Western Schools	Jodi Osborne	02/10/2006
Palmer	Jeffrey Mackey	07/30/1980
	Benjamin Erlandson	12/12/2008

DRAFT

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

MOTION: Jodi Griffith moved, seconded by John Church, to adopt the Position Statement regarding delegate adjunctive services to a non-licensed person to be read as follows:

Yes, as long as it is within the confines of Wis. Stat. §§ 446.01(1d) and 446.02(7). See also Wis. Admin. Code ch. Chir 10 which further defines "Delegation to Unlicensed Persons."

With links to appropriate statues and code chapters.

Motion carried unanimously.

MOTION: Patricia Schumacher moved, seconded by Jodi Griffith, to remove the Position Statement regarding the sale of and/or sell HCG products as part of recommended weight loss program. Motion carried unanimously.

MOTION: Patricia Schumacher moved, seconded by Jodi Griffith, to approve the Scope Statement as amended relating to the practical exam requirements for submission to the Governor's Office and for publication and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

ANNUAL REPORT

MOTION: Jodi Griffith moved, seconded by John Church, to adopt the Annual Report as published. Motion carried unanimously.

CREDENTIALING MATTERS

MOTION: Kathleen Schneider moved, seconded by Patricia Schumacher, to delegate authority to the credentialing liaison to act on applications from Chiropractic school graduates applying for certification as a Chiropractic Technician or Chiropractic Radiological Technician. Motion carried unanimously.

DRAFT

CLOSED SESSION

MOTION: John Church moved, seconded by Kathleen Schneider, to convene to closed session to deliberate on cases following hearing § 19.85 (1) (a),Stats.; consider closing disciplinary investigations with administrative warning § 19.85 (1)(b), Stats., and 440.205, Stats., to consider individual histories or disciplinary data § 19.85(1) (f), Stats., and, to confer with legal counsel § 19.85 (1) (g), Stats.). James Koshick read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: James Koshick - yes; Jodi Griffith - yes; John Church - yes; Patricia Schumacher - yes; and Kathleen Schneider - yes. Motion carried unanimously.

The Board convened into Closed Session at 10:06 a.m.

RECONVENE TO OPEN SESSION

MOTION: Kathleen Schneider moved, seconded by John Church, to reconvene to open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:49 p.m.

ADMINISTRATIVE WARNINGS

MOTION: Jodi Griffith moved, seconded by Patricia Schumacher, to issue an administrative warning in the matter of case number 13 CHI 008 (W.W.). Motion carried unanimously.

STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Kathleen Schneider moved, seconded by John Church, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 CHI 013 – Michael A. Trabbold, D.C. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Patricia Schumacher, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 CHI 033 – Susan M. Droessler. Motion carried unanimously.

CASE CLOSING

MOTION: Patricia Schumacher moved, seconded by Jodi Griffith, to table action on case 12 CHI 023 (K.A.). Motion carried unanimously.

MOTION: Patricia Schumacher moved, seconded by Jodi Griffith, to close case 12 CHI 032 (K.N.) for Prosecutorial Discretion (P3). Motion carried unanimously.

DRAFT

MOTION: Kathleen Schneider moved, seconded by Patricia Schumacher, to close case 12 CHI 033 (T.D.) for Insufficient Evidence (IE). Motion carried unanimously.

APPLICATION MATTERS

MOTION: John Church moved, seconded by Jodi Griffith, to approve. George P. Varish III, D.C. eligibility for preceptor program. Motion carried unanimously.

MOTION: John Church moved, seconded by Jodi Griffith, to grant the request of Nicholas Deer, D.C. for licensure by endorsement when all requirements of licensure have been met. Motion carried unanimously.

MOTION: John Church moved, seconded by Jodi Griffith, to grant the request of Lehi Swan, D.C. for licensure by endorsement when all requirements of licensure have been met. Motion carried unanimously.

MOTION: John Church moved, seconded by Jodi Griffith, to grant the request of Paul Gash, D.C. for licensure by endorsement when all requirements of licensure have been met. Motion carried unanimously.

MOTION: John Church moved, seconded by Jodi Griffith, to grant the request of Meaghan Kirschling, D.C. for licensure by endorsement when all requirements of licensure have been met. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to reaffirm all motions and affirm all votes made in closed session. Motion carried unanimously.

ADJOURNMENT

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:05 p.m.

DRAFT

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Daniel Agne, Bureau Assistant **on behalf of Tom Ryan, Executive Director**	**1/8/14** Items will be considered late if submitted after 4:30 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

Medical Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
1/15/14	☒ Yes ☐ No	**Study on the Potential Consolidation of the Department of Agriculture, Trade and Consumer Protection with the DSPS (DART) Report - Discussion of Findings and Recommendations**

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

Review and discussion of Dept of Administration's study on potentially consolidating DATCP and DSPS into the "Department of Agriculture, Regulation and Trade." Also, review related email from Tom Engels.

11) Authorization

Daniel Agne

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.

Revised 8/13

From: Engels, Tom - DSPS
Subject: DART Study Report
Date: Monday, December 30, 2013 2:30:10 PM

To: DSPS Staff
From: Tom Engels, DSPS Assistant Deputy Secretary

The Department of Administration has prepared a report on the potential consolidation of the Department of Agriculture, Trade and Consumer Protection with the Department of Safety and Professional Services, in response to requirements of 2013 Wisconsin Act 20, Section 9101(3s). The 2013-15 biennial budget required the Department of Administration to conduct a study to determine the appropriateness of combining the functions currently performed by the Department of Agriculture, Trade and Consumer Protection with services provided by the Department of Safety and Professional Services.
Here is a link to the full report your reference
http://legis.wisconsin.gov/lfb/jfc/reports/Documents/2013_12_26_DART%20Study.pdf

Below are the report's conclusions and recommendations, the first of which recommends against a consolidation of the two departments. I have underlined a sentence in the first bullet point which reflects the tremendous job done by staff here at DSPS.

Should you have any questions regarding the report, please do not hesitate to contact me.

Conclusions and Recommendations

- **Do Not Consolidate Agencies:** Due to limited overlap between agency customers, customer sentiment against a merger, potential administrative difficulties presented by the potential merger and limited potential for savings, the agencies should not be merged. A merger could risk losing the generally high performance ratings of both agencies, most notably the 65.8 percent of respondents that rated their interactions with the Department of Safety and Professional Services as "Good" or "Very Good".

- **Move the Veterinary Examining Board to the Department of Agriculture, Trade and Consumer Protection:** Due to the historical relationship between the Veterinary Board and the department, as well as the close relationship with the veterinary profession, the Veterinary Examining Board should be transferred.

- **Improve Board Staffing and Examine Board Powers:** In response to feedback from impacted stakeholder groups, the study recommends improvements to board staffing, training and document management. The Department of Safety and Professional Services began making changes to improve these areas in 2012, which may have not yet been reflected in stakeholder sentiment. Additionally, the study recommends that the powers and duties of existing examining and advisory boards should be examined, to standardize board practices, meeting schedules, actions on potential licenses and other issues. The study also recommends an examination of the overall practice of state licensure of professions.

- **Licensing Fees Charged by the Department of Safety and Professional Services should be Reexamined:** Most fees charged by the department are set administratively via a fee study, reviewed by the Joint Committee on Finance. These fees should be reexamined through the existing fee study process, with current budget assumptions.

- **Continue Agency Improvements on Document Management, Electronic Licensure and Electronic Communications:** The two departments have projects underway to improve document management, electronic licensing and customer communications. These projects should be continued, in close consultation with each other, other state agencies and the private sector.

- **The Department of Safety and Professional Services is a vital Point of Contact between the state and the public:** Over 380,000 individuals are licensed by the department in order to work in their chosen professions. Additionally, the department reviews the plans of most commercial buildings constructed in the state. This makes the agency one of the primary points of contact for state citizens. Efforts should be made to improve the customer service experience with the agency through additional LEAN Government/Six Sigma initiatives.

Tom Engels | Assistant Deputy Secretary | Wisconsin Dept. of Safety and Professional Services | 608.266.8608

WISCONSIN DEPARTMENT OF
ADMINISTRATION

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MIKE HUEBSCH
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December 26, 2013

Senator Alberta Darling Co-Chair
Joint Committee on Finance
Room 317 East, State Capitol
Madison, WI 53707

Representative John Nygren, Co-Chair
Joint Committee on Finance
Room 309 East, State Capitol
Madison, WI 53708

Dear Senator Darling and Representative Nygren:

Enclosed please find a study on the consolidation of the Department of Safety and Professional Services and the Department of Agriculture, Trade and Consumer Protection, which was prepared in response to section 9101(3s) of 2013 Wisconsin Act 20.

The study consists of two documents. The first is the narrative of the study with appendices. The second document details the methodology and results of the survey used for stakeholder outreach. As the study does not recommend a merger of the two agencies, no draft legislation has been prepared and recommendations for the structure or makeup of a potential Department of Agriculture, Regulation and Trade are not included.

Please contact Andrew Hitt, Assistant Deputy Secretary, at 608-261-2299 or Andrew.Hitt@wisconsin.gov if you have any questions about this matter.

Sincerely,

Mike Huebsch
Secretary

cc: Members of Joint Committee on Finance

2014

Tyler Byrnes
Nancy Mistele
Joe Knilans

SURVEY METHODOLOGY AND RESULTS - STUDY ON CONSOLIDATION OF THE DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION WITH THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

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Survey Construction

The Legislature requested a study of a potential merger of the Department of Agriculture, Trade and Consumer Protection with the Department of Safety and Professional services but did not specify a method for gathering input.

A decision was made to electronically survey a broad range of stakeholders including individual license and permit holders, stakeholder group representatives and other business organizations in order to reach a broad and diverse audience, gather opinion and comments in a reasonable period of time and use existing technology to tally and analyze results quickly and efficiently.

The survey tool was designed to drive maximum response, gather data and public opinion on the concept of a merger while allowing state license holders and stakeholders to offer comments about existing services with the agencies and their views on potential changes to the service levels should a merger occur.

With overall guidance from the Legislature, questions were constructed with input from Department of Administration staff and policy analysts, reviewed by DSPS and DATCP personnel and finally vetted by others with experience in developing survey tools. The vetting process ensured consistent style and formatting of questions and potential answers in a manner that did not lead respondents to particular answers or conclusions.

Specific questions were crafted to obtain relevant information from customers that would provide justification for a potential merger, or arguments against the merger, depending on respondent answers to the questions. For instance, asking how much interaction customers have with each of the agencies in question would determine whether there was overlap between the two sets of agency responsibilities.

The survey asked up to 24 questions and respondents were able to quickly answer questions or add greater explanation where necessary. If the respondents rated agency performance as poor or very poor, they were provided space to provide additional comments on the survey. The survey included questions related to their experience with services provided by agencies as well as questions directly related to their opinions of a potential merger. At the end of the survey respondents were able to provide general open-ended responses.

Once the questions were constructed, they were placed into an online survey tool developed by staff with the Department of Administration Division of Enterprise Technology. Respondents were asked to rate various aspects of agency performance for agencies with which they interact.

SURVEY DISTRIBUTION

An electronic survey was used to contact the largest number of stakeholders in the most efficient manner. This survey was sent to impacted board members, stakeholder groups and individual license holders and was publicized via media outlets to attract a broad spectrum of public comment. More than 430,000 people were directly contacted with the survey.

The contact lists were generated by using an email list of DSPS license holders, email lists generated from the Office of Business Development interactions with Chambers of Commerce and Economic Development Groups as well as business contacts throughout the state. The survey was also electronically distributed through over 350 DATCP and DSPS identified stakeholder groups with directions to forward the survey to group members.

Links to the on-line survey were sent to email addresses for all the license holders on file with DSPS, which totaled 428,954 emails. In addition to agency contacts, the survey was also distributed to members of the DATCP and DSPS attached boards, members of the Legislature, and via the Department of Administration Office of Business Development at various events and through Chambers of Commerce.

The following is the text of the outreach email sent to potential survey respondents.

Outreach Email sent to Survey Respondents

Good morning,

We are contacting you today as we would appreciate your feedback (including feedback from your organizations board and members) about possibly merging the Department of Safety and Professional Services (DSPS) and the Department of Agriculture, Trade and Consumer Protection (DATCP). Your input about how this consolidation may impact you is very valuable to us.

The 2013-15 state budget calls for a study about consolidating these two agencies. DSPS manages the licensing and regulation of professions in health, business and construction trades. They also oversee state building safety codes and provide services related to plan review, permit issuance, building and component inspection, and safety codes. DATCP is responsible for the promotion and regulation of Wisconsin's agriculture industry, including Agriculture Resource Management and Animal Health, as well as the oversight of food safety and consumer protection.

We ask that you complete the survey and forward this email to your members for their response so we can better understand how a potential consolidation may affect you. Your answers and contact information will be kept confidential and will not be used outside of the scope of this survey. All survey results will be tallied for any reporting purposes.

TAKE THE SURVEY – your answers will be kept confidential

Thank you in advance for your participation and input.
Office of Business Development

Note: throughout the survey, you will see the term 'license' which refers to any license, credential, certification, registration or permit. Please view the term to mean the document a state agency issues as a requirement to do business, perform an occupation or specific work activity in the State of Wisconsin.

Survey Results and Survey Questions

The following tables detail the results of the survey that was distributed to nearly 450,000 people. The following tables show the demographic breakdown of the respondents, responses to questions directly related to opinions about a potential merger of the two agencies, and performance related responses. Over three thousand survey respondents indicated that they would like to receive a copy of the final report.

Table 1: Respondents by Profession

Profession	Respondents	Percent of Total
Health Professions	9,838	39.4%
No Response	7,451	29.9%
Business Professions	5,194	20.8%
Trades Professions	1,920	7.7%
Manufactured Housing	21	0.1%
Mixed Martial Arts/Boxing	14	0.1%
Subtotal	*24,438*	*98.0%*
More than One Response		
Business Professions; Trades Professions	210	0.8%
Health Professions; Business Professions	187	0.7%
Health Professions; Trades Professions	61	0.2%
Health Professions; Business Professions; Trades Professions	28	0.1%
Business Professions; Trades Professions; Manufactured Housing	9	0.0%
Trades Professions; Manufactured Housing	9	0.0%
Business Professions; Manufactured Housing	4	0.0%
Business Professions; Trades Professions; Mixed Martial Arts/Boxing	1	0.0%
Health Professions; Business Professions; Trades Professions; Manufactured Housing; Mixed Martial Arts/Boxing	1	0.0%
Health Professions; Mixed Martial Arts/Boxing	1	0.0%
Subtotal	511	2.1%
Grand Total	***24,949***	***100.0%***

Table 2: Total Respondents by County					
County	**Respondents**	**Percentage**	**County**	**Respondents**	**Percentage**
None Indicated	8,340	33.4%	Marathon	405	1.6%
Adams	54	0.2%	Marinette	105	0.4%
Ashland	48	0.2%	Marquette	38	0.2%
Barron	115	0.5%	Menominee	2	0.0%
Bayfield	57	0.2%	Milwaukee	2,102	8.4%
Brown	687	2.8%	Monroe	108	0.4%
Buffalo	34	0.1%	Oconto	105	0.4%
Burnett	43	0.2%	Oneida	144	0.6%
Calumet	133	0.5%	Outagamie	443	1.8%
Chippewa	209	0.8%	Ozaukee	342	1.4%
Clark	62	0.2%	Pepin	26	0.1%
Columbia	188	0.8%	Pierce	67	0.3%
Crawford	55	0.2%	Polk	93	0.4%
Dane	2,518	10.1%	Portage	186	0.7%
Dodge	225	0.9%	Price	51	0.2%
Door	117	0.5%	Racine	422	1.7%
Douglas	103	0.4%	Richland	64	0.3%
Dunn	119	0.5%	Rock	348	1.4%
Eau Claire	362	1.5%	Rusk	24	0.1%
Florence	10	0.0%	Saint Croix	204	0.8%
Fond du Lac	308	1.2%	Sauk	190	0.8%
Forest	15	0.1%	Sawyer	58	0.2%
Grant	117	0.5%	Shawano	83	0.3%
Green	150	0.6%	Sheboygan	289	1.2%
Green Lake	57	0.2%	Taylor	41	0.2%
Iowa	79	0.3%	Trempealeau	66	0.3%
Iron	23	0.1%	Vernon	73	0.3%
Jackson	46	0.2%	Vilas	86	0.3%
Jefferson	239	1.0%	Walworth	246	1.0%
Juneau	49	0.2%	Washburn	62	0.2%
Kenosha	284	1.1%	Washington	437	1.8%
Kewaunee	61	0.2%	Waukesha	1,468	5.9%
La Crosse	409	1.6%	Waupaca	132	0.5%
Lafayette	50	0.2%	Waushara	58	0.2%
Langlade	59	0.2%	Winnebago	436	1.7%
Lincoln	66	0.3%	Wood	237	0.95%
Manitowoc	217	0.9%			
Counties Represented		**72**			
Total Respondents		**24,949**			

Table 3: Respondents by Reason for Agency Contact		
Reason for Contact	**Respondents**	**Percent of Total**
Obtain or renew an occupational license	16,921	65.5%
None of the Above	2,880	11.1%
Obtain or renew an occupational license; Register my business	1,162	4.5%
Obtain or renew an occupational license; Obtain a permit for a specific activity	611	2.4%
Obtain or renew an occupational license; Register my business; Obtain a permit for a specific activity	503	1.9%
Other with significant Agency contact	462	1.8%
Obtain a permit for a specific activity	384	1.5%
Register my business	355	1.4%
Obtain or renew an occupational license; Other with significant Agency contact	314	1.2%
I am a member of a Board or Council affiliated with an Agency	246	1.0%
I am a Representative of a Trade Association with interests to an Agency	207	0.8%
Multiple Responses - Other	904	3.5%
Grand Total	**24,949**	**100.0%**

Table 4: Respondents by Source of Survey Contact		
Source of Contact	**Respondents**	**Percent of Total**
License Holders	23,438	93.9%
Other via Office of Business Development	497	2.0%
DSPS Stakeholders	336	1.3%
Legislature	173	0.7%
Boards and Councils	147	0.6%
DOA/Wisconsin Website	128	0.5%
Not Available	39	0.2%
Chamber via Office of Business Development	33	0.1%
Bus Development via Office of Business Development	20	0.1%
DATCP Lists	12	0.0%
DSPS Lists	8	0.0%
Lt. Governor Lists	2	0.0%
Cooperative Network	1	0.0%
Grand Total	**24,949**	**100.0%**

Table 5: Categorized responses to the question: How many full time people do you employ?		Categorized responses to the question: How many part time people do you employ?	
Employees	**Respondents**	**Employees**	**Respondents**
Zero	573	Zero	980
Between 1-10 Employees	1,063	Between 1-10 Employees	829
Between 11-50 Employees	224	Between 11-50 Employees	91
Between 51-100 Employees	53	Between 51-100 Employees	10
Between 101-1000 Employees	51	Between 100-1000 Employees	26
Over 1001 Employees	10	Over 1001 Employees	2
Subtotal	*1,974*	*Subtotal*	*1,938*
No response	22,975	No response	23,011
Total	**24,949**	**Total**	**24,949**

Survey Responses – Direct Questions about the Potential Merger

The following tables show the responses to questions directly related to a potential merger of the two agencies. These questions were asked of all respondents. Responses to the question "If consolidation results in lower costs to the agency, how would you want the savings used?" did not provide useful data because too many individuals selected the "other" category. Specific responses are available upon request.

Table 6: Do you believe there should be one agency responsible for all licensing and permitting in Wisconsin?

Response	Respondents	Percentage
No Response	4,247	17.0%
Definitely No	1,408	5.6%
Probably No	1,968	7.9%
Not Sure	2,917	11.7%
Probably Yes	5,861	23.5%
Definitely Yes	8,548	34.3%
Total Respondents	24,949	100.0%

Table 7: Do you believe there should be one agency responsible solely for Agriculture and food safety in Wisconsin?

Response	Respondents	Percentage
No Response	4,248	17.0%
Definitely No	875	3.5%
Probably No	1,177	4.7%
Not Sure	4,377	17.5%
Probably Yes	5,855	23.5%
Definitely Yes	8,417	33.7%
Total Respondents	24,949	100.0%

Table 8: How do you believe a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would affect the services to you as a license holder?

Response	Respondents	Percentage
No Response	4,430	17.8%
Greatly improve service	192	0.8%
Improve service somewhat	760	3.0%
Not sure	8,308	33.3%
Reduce service somewhat	6,270	25.1%
Greatly reduce service	4,989	20.0%
Total Respondents	24,949	100.0%

Table 9: Do you believe that consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection will result in savings?

Response	Respondents	Percentage
No Response	4,352	17.4%
Definitely No	1,401	5.6%
Probably No	5,319	21.3%
Not Sure	6,245	25.0%
Probably Yes	6,209	24.9%
Definitely Yes	1,423	5.7%
Total Respondents	24,949	100.0%

Table 10: If no savings were found from a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would you support the general concept of consolidation?

Response	Respondents	Percentage
No Response	4,375	17.5%
Definitely No	7,191	28.8%
Probably No	6,614	26.5%
Not Sure	3,532	14.2%
Probably Yes	2,364	9.5%
Definitely Yes	873	3.5%
Total Respondents	24,949	0.0%

Performance Evaluation Questions – DATCP

These tables detail the performance evaluations of DATCP. Respondents were only asked these questions if they listed DATCP as an agency with which they do business.

Table 11: DATCP - How would you rate your overall experience with the agency?		
Very Good	309	19.9%
Good	562	36.2%
Average	436	28.1%
Poor	53	3.4%
Very Poor	24	1.5%
No opinion/unsure	169	10.9%
Total	**1,553**	**100%**
Not Asked/No Response	23,396	

Table 12: DATCP - How would you rate the licensing process?		
Very Good	228	15.0%
Good	510	33.6%
Average	413	27.2%
Poor	65	4.3%
Very Poor	17	1.1%
No opinion/unsure	285	18.8%
Total	**1,518**	**100%**
Not Asked/No Response	23,431	

Table 13: DATCP - After submitting your application, what length of time did you wait for your license?		
3 or less business days	202	16.7%
4 - 7 business days	421	34.9%
8 - 29 business days	468	38.8%
30 days or longer	115	9.5%
Total	**1,206**	**100%**
Not Asked/No Response	23,743	

Table 14: DATCP How satisfied are you with the time it takes to receive your license after you apply?		
Very satisfied	385	28.5%
Somewhat satisfied	364	26.9%
No opinion	449	33.2%
Somewhat dissatisfied	100	7.4%
Very dissatisfied	53	3.9%
Total	**1,351**	**100%**
Not Asked/No Response	23,598	

Table 15: DATCP - How much value do you believe there is relative to fees paid to be a license holder?		
Good Value	253	18.3%
Some Value	373	26.9%
Not Sure	367	26.5%
Minimal Value	305	22.0%
No Value	87	6.3%
Total	**1,385**	**100%**
Not Asked/No Response	23,564	

Table 16: DATCP - How frequently, if at all, should you be required to renew your license?		
Renew more frequently	13	1.0%
Leave as is	805	59.7%
Renew less frequently	427	31.7%
Do not require renewal at all	104	7.7%
Total	**1,349**	**100%**
Not Asked/No Response	23,600	

Table 17: DATCP - What is your opinion of the continuing education requirements, if any, for your license?		
Increase the CE requirement	75	5.5%
Ok as is	710	51.6%
No CE is required now	184	13.4%
No opinion	110	8.0%
Reduce the CE requirement	161	11.7%
Do not require CE	93	6.8%
Other	43	3.1%
Total	**1,376**	**100%**
Not Asked/No Response	23,573	

Performance Evaluation Questions – DSPS

These tables detail the performance evaluations of DSPS. Respondents were only asked these questions if they listed DSPS as an agency with which they do business.

Table 18: DSPS - How would you rate your overall experience with the agency?		
Very Good	3,986	24.2%
Good	6,850	41.6%
Average	4,047	24.6%
Poor	626	3.8%
Very Poor	184	1.1%
No opinion/unsure	772	4.7%
Total	**16,465**	**100%**
Not Asked/No Response	8,484	

Table 20: DSPS - How would you rate the licensing process?		
Very Good	4,320	26.4%
Good	6,699	40.9%
Average	4,007	24.5%
Poor	783	4.8%
Very Poor	188	1.1%
No opinion/unsure	385	2.4%
Total	**16,382**	**100%**
Not Asked/No Response	8,567	

Table 21: DSPS - After submitting your application, what length of time did you wait for your license?		
3 or less business days	3,557	22.8%
4 - 7 business days	4,885	31.3%
8 - 29 business days	5,358	34.3%
30 days or longer	1,830	11.7%
Total	**15,630**	**100%**
Not Asked/No Response	9,319	

Table 22: DSPS - How satisfied are you with the time it takes to receive your license after you apply?		
Very satisfied	6,489	40.5%
Somewhat satisfied	4,154	26.0%
No opinion	3,236	20.2%
Somewhat dissatisfied	1,414	8.8%
Very dissatisfied	713	4.5%
Total	**16,006**	**100%**
Not Asked/No Response	8,943	

Table 24: DSPS - How much value do you believe there is relative to fees paid to be a license holder?		
Good Value	3,790	23.3%
Some Value	4,502	27.7%
Not Sure	3,722	22.9%
Minimal Value	3,516	21.6%
No Value	726	4.5%
Total	**16,256**	**100%**
Not Asked/No Response	8,693	

Table 24: DSPS - How frequently, if at all, should you be required to renew your license?		
Renew more frequently	111	0.7%
Leave as is	9,981	60.9%
Renew less frequently	5,548	33.9%
Do not require renewal at all	737	4.5%
Total	**16,377**	**100%**
Not Asked/No Response	8,572	

Table 25: DSPS - What is your opinion of the continuing education requirements, if any, for your license?		
Increase the CE requirement	864	5.3%
Ok as is	8,844	53.9%
No CE is required now	2,388	14.6%
No opinion	588	3.6%
Reduce the CE requirement	1,780	10.9%
Do not require CE	1,131	6.9%
Other	798	4.9%
Total	**16,393**	**100%**
Not Asked/No Response	8,556	

Survey Questions and Answers as seen by Respondents.

The following are print-screens that were seen by survey respondents when they took the survey. Note that all survey respondents did not answer performance evaluation questions on all agencies.

Page 1

State Agency Involvement

My primary purpose for contact with an agency is: Select at least 1 and no more than 6.

- ☐ Obtain or renew an occupational license
- ☐ Register my business
- ☐ Obtain a permit for a specific activity
- ☐ I am a member of a Board or Council affiliated with an Agency
- ☐ I am a Representative of a Trade Association with interests to an Agency
- ☐ Other with significant Agency contact
- ☐ None of the Above

Page 2

Background Information

In which county do you reside?

-- None --

To do business in Wisconsin, I have contact with the following agencies: Select at least 1 and no more than 3.

- ☐ Department of Safety and Professional Services (DSPS)
- ☐ Department of Agriculture, Trade and Consumer Protection (DATCP)
- ☐ Other agencies
- ☐ None

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Additional Agencies

Select additional agencies Select no more than 5.

- ☐ Children and Families, Department of

- ☐ Financial Institutions, Department of
- ☐ Health Services, Department of
- ☐ Insurance, Office of the Commissioner of
- ☐ Natural Resources, Department of
- ☐ Public Instruction, Department of
- ☐ Revenue, Department of
- ☐ Workforce Development, Department of
- ☐ Not on list, please specify

Enter Department Name

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Employee Count

In which county is your business located?

-- None --

How many full time people do you employ?

How many part time people do you employ?

Page 5

Profession or Industry

What best represents your profession or industry sector

- ☐ Health Professions
- ☐ Business Professions
- ☐ Trades Professions
- ☐ Manufactured Housing
- ☐ Mixed Martial Arts/Boxing

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Trade Professions

Select category.

- ☐ Fire Sprinkler
- ☐ Dwellings, Structures, Sites
- ☐ Mechanical
- ☐ Blasting
- ☐ Conveyance
- ☐ Electrical
- ☐ Plumbing
- ☐ Inspection

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Agriculture/Food Industry Professions

Select license

- ☐ No license or permit required
- ☐ Animal Control Facility (eff. 6/1/2011)
- ☐ Animal Dealer License
- ☐ Animal Food Processor License
- ☐ Animal Import Permit (certain animals)
- ☐ Animal Market License
- ☐ Animal Shelter (eff. 6/1/2011)
- ☐ Animal Transport Vehicle (animal dealers, markets and truckers)
- ☐ Animal Trucker License
- ☐ Animals Diseased; Permit to Move
- ☐ Apiary Inspection Certificate; Interstate Movement
- ☐ Bulk Milk Tanker; Grade A Permit
- ☐ Bulk Milk Tanker; License to Operate
- ☐ Bulk Milk Weigher and Sampler License
- ☐ Butter Grader License
- ☐ Buttermaker License
- ☐ Cattle and Bison; Import Permit
- ☐ Cattle/Goats; Johne's Disease Herd Classification
- ☐ Cattle; Burcellosis-Free Herd Certification
- ☐ Cattle; Johne's Disease Vaccination Approval
- ☐ Cattle; Tuberculosis-Free Herd Certificate
- ☐ Cheese Grader License
- ☐ Cheese Logo (Wisconsin); Permit to Use
- ☐ Cheesemaker License

- [ ] Christmas Tree Grower License
- [ ] Dairy Farm; Grade A Permit
- [ ] Dairy Farm; Milk Producer License
- [ ] Dairy Plant - Grade A BMT Cleaning Facility
- [ ] Dairy Plant License
- [ ] Dairy Plant; Grade A Permit
- [ ] Dating Service
- [ ] Dead Animal Collector License
- [ ] Dead Animals; Carcass Dealer Registration
- [ ] Dead Animals; Transport Vehicle Permit
- [ ] Deer and Elk (Farm-Raised); Brucellosis Free Herd
- [ ] Deer and Elk (Farm-Raised); CWD Herd Status Program
- [ ] Deer and Elk (Farm-Raised); Herd Registration
- [ ] Deer and Elk (Farm-Raised); Hunting Preserve Registration Certificate
- [ ] Deer and Elk (Farm-Raised); TB Accredited Free Certification
- [ ] Deer and Elk (Farm-Raised); TB Qualified Herd Certification
- [ ] Deer and Elk; Import Permit
- [ ] Dog Breeder (eff. 6/1/2011)
- [ ] Dog Breeding Facility (eff. 6/1/2011)
- [ ] Dog Dealer (eff. 6/1/2010)
- [ ] Dog Dealer; Out-of-State (eff. 6/1/2011)
- [ ] Equine Quarantine Station; Permit
- [ ] Feed (Commercial); License to Manufacture or Distrubute
- [ ] Feedlot (Approved Import Feedlot); Permit
- [ ] Fertilizer Product <24% NPK; Permit
- [ ] Fertilizer; License to Manufacture or Distribute
- [ ] Fish Farm Registration
- [ ] Fish Import Permit
- [ ] Fitness Center
- [ ] Food Marketing Permit (temporary permit for non-conforming label)
- [ ] Food or Farm Product Grader; License
- [ ] Food Processing Plant License (Wholesale)
- [ ] Food Retail Inspection; Agent County or Municipality
- [ ] Food Retail License
- [ ] Food Warehouse License

- ☐ Fur Farm
- ☐ Future Service Plan (Buyers Club)
- ☐ Ginseng Grower and Dealer Registration
- ☐ Goats; Burcellosis-Free Herd Certificate
- ☐ Goats; Tuberculosis-Free Herd Certificate
- ☐ Grain Dealer License
- ☐ Grain Warehouse Keeper License
- ☐ Grease Processor License
- ☐ Honey Producer - Certified
- ☐ Humane Officer Certification
- ☐ Industry Bulk Milk Truck / Tanker Inspector - Appointed
- ☐ Laboratory Analyst Certification (Dairy, Food and Water Labs)
- ☐ Laboratory Certification (Dairy, Food and Water Labs)
- ☐ Laboratory; Milk Screening Test Approval
- ☐ Landspreading Permit; Soils Containing Spilled Agrichemicals
- ☐ Liming Materials; Approval to Sell by Volume
- ☐ Liming Materials; License to Sell
- ☐ Livestock Premises Registration
- ☐ Livestock; Brand Registration
- ☐ Livestock; Permit to Move from Slaughter
- ☐ Maple Sap Processor Registration
- ☐ Meat Broker or Distributor Registration
- ☐ Meat Establishment License
- ☐ Meat; Mobile Slaughter or Processing; Registration Certificate
- ☐ Milk and Cream Tester License
- ☐ Milk Contractor License
- ☐ Milk Distributor License
- ☐ Mobile Air Conditioners; repair or Service Business; Registration
- ☐ Mobile Air Conditioners; Technician Registration
- ☐ Nursery Dealer License
- ☐ Nursery Grower License
- ☐ Pasteurizer Operator -- not a license or permit
- ☐ Pesticide Applicator Certification; Commercial
- ☐ Pesticide Applicator Certification; Private
- ☐ Pesticide Commercial Application Business License

- ☐ Pesticide Commercial Applicator (Individual) License
- ☐ Pesticide Dealer-Distributor License
- ☐ Pesticide Emergency Use Permit
- ☐ Pesticide Experimental Use Permit
- ☐ Pesticide Manufacturer & Labeler License
- ☐ Pesticide Special Local Need Registration
- ☐ Pesticide Special Use Permit
- ☐ Plant Health (Phyto Sanitary) Certificate
- ☐ Plant Pest (or Biological Control Agent); Permit to Move or Release
- ☐ Poultry; Certified Pullorum Tester (National Poultry Improvement Plan)
- ☐ Poultry; Disease-Free Flock Certification (National Poultry Improvement Plan)
- ☐ Poultry; Wisconsin Associate Flock Certification
- ☐ Poultry; Wisconsin Tested Flock Certification
- ☐ Public Warehouse Keeper License
- ☐ Renderer License
- ☐ Seed Labeler License
- ☐ Sheep; Brucella Ovis-Free Certificate
- ☐ Soil and Plant Additive; License to Sell
- ☐ Soil and Plant Additive; Product Permit
- ☐ Swine; Brucellosis-Free Herd Certificate
- ☐ Swine; Pseudorabies - Monitored Herd Certification
- ☐ Swine; Pseudorabies Qualified Negative Grow-Out Herd Certification
- ☐ Swine; Pseudorabies Vaccination Permit
- ☐ Swing; Pseudorabies Qualified Negative Herd Certification
- ☐ Telephone Solicitors Registration (Wisconsin "No Call" Program)
- ☐ Time-Share Seller; Security Requirement
- ☐ Vegetable Contractor License
- ☐ Veternarian; Certification to Perform Official Disease Control Functions
- ☐ Weather Modification License
- ☐ Weather Modification Project Permit
- ☐ Weight Reduction Center; Security Requirement
- ☐ Weights and Measures; Liquid Fuel Vehicle Tank Meter License
- ☐ Weights and Measures; LP Gas Meter License
- ☐ Weights and Measures; Service Company License
- ☐ Weights and Measures; Service Technician Registration

- [ ] Weights and Measures; Vehicle or Livestock Scale Permit
- [ ] Weights and Meausres; Vehicle Scale Operator License

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Boxing and Mixed Martial Arts

Select license

- [ ] Boxing Contestant
- [ ] Boxing or Mixed Martial Arts Judge
- [ ] Boxing or Mixed Martial Arts Promoter
- [ ] Boxing or Mixed Martial Arts Referee
- [ ] Boxing or Mixed Martial Arts Ringside Physician
- [ ] Boxing or Mixed Martial Arts Timekeeper
- [ ] Mixed Martial Arts Contestant

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Business Professions

Select license

- [ ] Accountant, Certified Public
- [ ] Accounting Corporation or Establishment
- [ ] Aesthetician
- [ ] Aesthetics Establishment
- [ ] Aesthetics Instructor
- [ ] Aesthetics School
- [ ] Appraiser, Certified General
- [ ] Appraiser, Certified Residential
- [ ] Appraiser, Licensed
- [ ] Architect
- [ ] Athlete Agent
- [ ] Auction Company
- [ ] Auctioneer
- [ ] Barber
- [ ] Barbering Apprentice

- ☐ Barbering Establishment
- ☐ Barbering Instructor
- ☐ Barbering Manager
- ☐ Barbering School
- ☐ Cemetery Authority (Licensed)
- ☐ Cemetery Authority (Registered)
- ☐ Cemetery Preneed Seller
- ☐ Cemetery Salesperson
- ☐ Certificate of Authorization: Architectural, Engineering or Designer of Engineering Systems Corp.
- ☐ Certificate of Authorization: Geology, Hydrology or Soil Science Corp.
- ☐ Certified General Appraiser
- ☐ Certified Public Accountant
- ☐ Certified Residential Appraiser
- ☐ Charitable Organizations
- ☐ Cosmetology Apprentice
- ☐ Cosmetology Establishment
- ☐ Cosmetology Instructor
- ☐ Cosmetology Manager
- ☐ Cosmetology Practitioner
- ☐ Cosmetology School
- ☐ Crematory Authority
- ☐ Designer of Engineering Systems
- ☐ Electrologist
- ☐ Electrology Establishment
- ☐ Electrology Instructor
- ☐ Electrology School
- ☐ Engineer, Professional
- ☐ Firearms Certifier
- ☐ Firearms Permit
- ☐ Fund-Raising Counsel
- ☐ Funeral Director
- ☐ Funeral Establishment
- ☐ Geologist
- ☐ Home Inspector
- ☐ Hydrologist

- [ ] Interior Designer
- [ ] Juvenile Martial Arts Instructor
- [ ] Land Surveyor
- [ ] Landscape Architect
- [ ] Licensed Appraiser
- [ ] Manicuring Establishment
- [ ] Manicuring Instructor
- [ ] Manicuring School
- [ ] Manicurist
- [ ] Nursing Home Administrator
- [ ] Peddler
- [ ] Private Detective
- [ ] Private Detective/Security Guard Agency
- [ ] Private Security Permit
- [ ] Professional Employer Group
- [ ] Professional Employer Organization
- [ ] Professional Engineer
- [ ] Professional Fund Raiser
- [ ] Real Estate Broker
- [ ] Real Estate Business Entity
- [ ] Real Estate Salesperson
- [ ] Real Estate Salesperson Apprentice
- [ ] Soil Scientist
- [ ] Timeshare Salesperson
- [ ] Warehouse for Cemetery Merchandise

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Health Professions

Select license

- [ ] Acupuncturist
- [ ] Advanced Practice Nurse Prescriber
- [ ] Anesthesiologist Assistant
- [ ] Art Therapist
- [ ] Athletic Trainer

- ☐ Audiologist
- ☐ Behavior Analyst
- ☐ Chiropractic Radiological Technician
- ☐ Chiropractic Technician
- ☐ Chiropractor
- ☐ Clinical Substance Abuse Counselor
- ☐ Clinical Supervisor In Training
- ☐ Controlled Substances Special Use Authorization
- ☐ Dance Therapist
- ☐ Dental Hygienist
- ☐ Dentist
- ☐ Dietitian
- ☐ Drug or Device Manufacturer
- ☐ Hearing Instrument Specialist
- ☐ Independent Clinical Supervisor
- ☐ Intermediate Clinical Supervisor
- ☐ Licensed Midwives
- ☐ Licensed Practical Nurse
- ☐ Licensed Radiographer
- ☐ Limited X-Ray Machine Operator Permit
- ☐ Marriage and Family Therapist
- ☐ Massage Therapist or Bodywork Therapist
- ☐ Music Therapist
- ☐ Nurse - Midwife
- ☐ Occupational Therapist
- ☐ Occupational Therapy Assistant
- ☐ Optometrist
- ☐ Perfusionist
- ☐ Pharmacist
- ☐ Pharmacy (In State)
- ☐ Pharmacy (Out of State)
- ☐ Physical Therapist
- ☐ Physical Therapist Assistant
- ☐ Physician Assistant
- ☐ Physician

- [ ] Podiatrist
- [ ] Prevention Specialist
- [ ] Prevention Specialist in Training
- [ ] Private Pract. School Psychologist
- [ ] Professional Counselor
- [ ] Psychologist
- [ ] Registered Nurse
- [ ] Registered Sanitarian
- [ ] Respiratory Care Practitioner
- [ ] Sign Language Interpreter
- [ ] Sign Language Interpreter (Restricted)
- [ ] Social Worker
- [ ] Social Worker - Advanced Practice
- [ ] Social Worker - Independent
- [ ] Social Worker - Licensed Clinical
- [ ] Social Worker - Training Certificate
- [ ] Speech-Language Pathologist
- [ ] Substance Abuse Counselor
- [ ] Substance Abuse Counselor in Training
- [ ] Veterinarian
- [ ] Veterinary Technician
- [ ] Wholesale Distributor of Prescription Drugs

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Manufactured Homes

Select license

- [ ] Manufactured Home Dealer
- [ ] Manufactured Home Installer
- [ ] Manufactured Home Manufacturer
- [ ] Manufactured Home Salesperson
- [ ] Manufactured Home Title
- [ ] Manufactured Home Community

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Trades Professions - Fire Sprinkler

Select license

- ☐ Automatic Fire Sprinkler Contractor
- ☐ Automatic Fire Sprinkler Contractor – Maintenance
- ☐ Automatic Fire Sprinkler Fitter – Maintenance
- ☐ Automatic Fire Sprinkler System Apprentice
- ☐ Automatic Fire Sprinkler System Tester
- ☐ Automatic Fire Sprinkler System Tester Learner
- ☐ Journeyman Automatic Fire Sprinkler Fitter

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Trades Professions - Blasting and Fireworks

Select license

- ☐ Blaster Class 1
- ☐ Blaster Class 2
- ☐ Blaster Class 3
- ☐ Blaster Class 4
- ☐ Blaster Class 5
- ☐ Blaster Class 6
- ☐ Blaster Class 7
- ☐ Fireworks Manufacturer

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Trades Professions - Conveyances

Select license

- ☐ Elevator Apprentice
- ☐ Elevator Apprentice – Restricted
- ☐ Elevator Contractor
- ☐ Elevator Helper
- ☐ Elevator Mechanic
- ☐ Elevator Mechanic – Restricted

- ☐ Lift Apprentice
- ☐ Lift Helper
- ☐ Lift Mechanic

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Trades Professions - Dwellings, Structures and Sites

Select license

- ☐ Dwelling Contractor
- ☐ Dwelling Contractor – Restricted
- ☐ Dwelling Contractor Qualifier
- ☐ Manufactured Home Installer
- ☐ Manufactured Home Manufacturer
- ☐ Manufactured Home Salesperson
- ☐ Soil Tester
- ☐ Weld Test Conductor
- ☐ Welder

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Trades Professions - Electrical

Select license

- ☐ Beginner Electrician
- ☐ Electrical Apprentice
- ☐ Electrical Contractor
- ☐ Industrial Electrical Apprentice
- ☐ Industrial Journeyman Electrician License
- ☐ Journeyman Electrician
- ☐ Master Electrician
- ☐ Residential Electrical Apprentice
- ☐ Residential Journeyman Electrician License
- ☐ Residential Master Electrician License

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Trades Professions - Inspection

Select license

- ☐ Boiler/Pressure Vessel Inspector
- ☐ Commercial Building Inspector
- ☐ Commercial Electrical Inspector
- ☐ Commercial Plumbing Inspector
- ☐ Elevator Inspector
- ☐ POWTS Inspector
- ☐ Rental Weatherization Inspector
- ☐ Soil Erosion Inspector
- ☐ Tank System Inspector
- ☐ UDC Construction Inspector
- ☐ UDC Electrical Inspector
- ☐ UDC HVAC Inspector
- ☐ UDC Inspection Agency
- ☐ UDC Plumbing Inspector

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Trades Professions - Mechanical

Select license

- ☐ HVAC Contractor
- ☐ HVAC Qualifier
- ☐ Liquefied Gas Supplier
- ☐ Liquefied Gas Supplier – Restricted
- ☐ Refrigerant Handling Technician

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Trades Professions - Plumbing

Select license

- ☐ Cross Connection Control Tester
- ☐ Journeyman Plumber

- ☐ Journeyman Plumber Restricted Appliance
- ☐ Journeyman Plumber Restricted Service
- ☐ Master Plumber
- ☐ Master Plumber Restricted Appliance
- ☐ Master Plumber Restricted Service
- ☐ Pipelayer
- ☐ Plumbing Apprentice
- ☐ Plumbing Learner Restricted Appliance
- ☐ Plumbing Learner Restricted Service
- ☐ POWTS Maintainer
- ☐ Utility Contractor

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The following questions were asked about each of the following agencies:
Department of Agriculture, Trade and Consumer Protection
Department of Safety and Professional Services
Department of Children and Families
Department of Financial Institutions
Department of Health Services
Office of the Commissioner of Insurance
Department of Natural Resources
Department of Revenue
Department of Workforce Development
Other Agencies

Respondents were only asked these questions about an agency if they identified the agency as one they interacted with to do business.

Answer only those questions that apply to you

How would you rate your overall experience with the agency?

○ Very Poor ○ Poor ○ Average ○ Good ○ Very Good
○ No opinion/unsure

How would you rate the licensing process?

○ Very Poor ○ Poor ○ Average ○ Good ○ Very Good

No opinion/unsure

After submitting your application, what length of time did you wait for your license?Select no more than 1.

- 3 or less business days
- 4 - 7 business days
- 8 - 29 business days
- 30 days or longer

How satisfied are you with the time it takes to receive your license after you apply?

Very dissatisfied | Somewhat dissatisfied | No opinion | Somewhat satisfied | Very satisfied

As a license holder, how do you stay up-to-date on changes in state law as it relates to your industry?Select no more than 1.

- Membership Association
- State Agency
- None of the above
- Other, please specify

How much value do you believe there is relative to fees paid to be a license holder?

Good Value | Some Value | Not Sure | Minimal Value | No Value

How frequently, if at all, should you be required to renew your license?Select no more than 1.

- Leave as is
- Renew more frequently
- Renew less frequently
- Do not require renewal at all

What is your opinion of the continuing education (CE) requirements, if any, for your license?Select no more than 1.

- No CE is required now
- Ok as is
- Reduce the CE requirement

- [ ] Increase the CE requirement
- [ ] Do not require CE
- [ ] Additional comments on CE
- [ ] No opinion

Enter additional comments:

Page 21

How would you improve your experience

Page 22

How would you improve your experience with the licensing process

Page 53

Consolidation Input – All respondents were asked these questions

Do you believe there should be one agency responsible solely for Agriculture and food saftey in Wisconsin?Select at least 1 and no more than 1.

- [ ] Definitely Yes
- [ ] Probably Yes
- [ ] Not Sure
- [ ] Probably No
- [ ] Definitely No

Do you believe there should be one agency responsible for all licensing and permitting in Wisconsin?Select at least 1 and no more than 1.

- ☐ Definitely Yes
- ☐ Probably Yes
- ☐ Not Sure
- ☐ Probably No
- ☐ Definitely No

If Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection were consolidated how do you think the focus of the new agency might change the current functions such as agriculture, food safety, consumer protection, building plan review and professional licensing?

- ☐ Reduce focus
- ☐ Stay the same
- ☐ Increase focus
- ☐ Unsure

How do you believe a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would affect the services to you as a license holder?

- ☐ Greatly reduce service
- ☐ Reduce service somewhat
- ☐ Not sure
- ☐ Improve service somewhat
- ☐ Greatly improve service

Do you believe that consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection will result in savings?

- ☐ Definitely Yes
- ☐ Probably Yes
- ☐ Not Sure
- ☐ Probably No
- ☐ Definitely No

If consolidation results in lower costs to the agency, how would you want the savings used?

- ☐ Return savings to taxpayers
- ☐ Use savings to reduce license fees
- ☐ Invest savings to provide better service

☐ Other, please specify

If no savings were found from a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would you support the general concept of consolidation?

☐ Definitely Yes

☐ Probably Yes

☐ Not Sure

☐ Probably No

☐ Definitely No

Please use the space below to provide additional comments

Survey Distribution - Stakeholder Groups Contacted with Electronic Survey

The following is a list of the stakeholder groups contacted and asked to distribute via email to their membership by DATCP

Number	Organization
1.	211 (Badger Bay Management Co.)
2.	ABS Global, Inc.
3.	AgrAbility of Wisconsin
4.	Alta Genetics
5.	Babcock Institute
6.	Bioforward
7.	Bull Studs Emergency Management, Accelerated Genetics
8.	Capitol Consultants, Inc.
9.	Capitol Strategies
10.	Center for Dairy Profitability
11.	Center for Integrated Agricultural Systems (CIAS)
12.	Chippewa County Economic Development Corporation
13.	Concerned Auto Recyclers of WI
14.	Cooperative Network Association
15.	Dairy Business Assn
16.	Dane County Farmers Market
17.	Daybreak Foods
18.	Department of Health
19.	Department of Natural Resources
20.	Department of Public Instruction
21.	DeWitt, Ross & Stevens
22.	Discover Mediaworks
23.	Easter Seals Wisconsin
24.	Equity Cooperative Livestock Sales Association
25.	ExxonMobil Refining and Supply Company
26.	FairShare CSA Coalition
27.	Farley Center for Peace, Justice & Sustainability
28.	Focus on energy
29.	Fondy food Center
30.	Food and Beverage Milwaukee
31.	Food Export Association of the Midwest
32.	Genex
33.	Ginseng Board of Wisconsin
34.	GLCI Steering Committee/NRCS
35.	Gold'n Plump Poultry

36.	Gorst Valley Hops
37.	GrassWorks
38.	Great Lakes Farm to School Network
39.	Green County Beef Producers
40.	Growing Power
41.	Growmark
42.	Health First Wisconsin
43.	Hmong Wisconsin Chamber of Commerce
44.	Indianhead Food Service Distribution
45.	Indianhead Polled Hereford Association
46.	Indianhead Sheep Breeders Association
47.	International Society of Weighing and Measuring
48.	Jennie-O Turkey Store, Inc.
49.	Kettle Moraine Mink Breeders
50.	MacFarlane Pheasants, Inc.
51.	Madison Area Community Supported Agriculture
52.	Madison International Trade Association
53.	Madison Region Economic Development Partnership
54.	Marathon Petroleum
55.	Master Meat Crafter Program
56.	McKay Nursery
57.	Michael Best & Friedrich LLP
58.	Michael Fields Agriculture Institute
59.	Midwest Food Processors Association
60.	Midwest Grocers Association
61.	Midwest Organic and Sustainable Education Service
62.	Midwest Organic Services Association
63.	Midwest Pickle Association
64.	Midwest Pinzgauer Association
65.	Milwaukee International Trade Association
66.	New North, Inc.
67.	NFO - Wisconsin
68.	Organic Advisory Council
69.	Organic Valley
70.	Professional Dairy Producers of WI
71.	REAP Food Group
72.	Reindeer Owners & Breeders Association (R.O.B.A.)
73.	SE Wisconsin Farm and Food Network
74.	Sexing Technologies Inc.
75.	Small Business Development Center - Milwaukee
76.	Southwest Badger Resource Conservation & Development Council

77.	Spring Rose Growers Cooperative
78.	Syngenta
79.	The Welch Group
80.	Transform WI
81.	U.S. Commercial Service Midwest
82.	U.S. Small Business Administration-Madison
83.	USDA Rural Development
84.	UW Cooperative Extension
85.	UW Extension
86.	UW Extension – Emergency Management
87.	UW Madison - CALS
88.	UW Madison - Center for Integrated Agricultural Systems
89.	UW Madison -West Madison Ag. Research Station
90.	UW River Falls
91.	UW Superior
92.	UW-Madison Animal Science Dept.
93.	UW-Madison Food Science
94.	UW-River Falls Animal Science Dept.
95.	WAGA, WATA, WBGA, WFVG
96.	Whitetails of Wisconsin (W.O.W.)
97.	WI/MN Petroleum Council
98.	Wisconsin Agribusiness Council
99.	Wisconsin Agricultural Tourism Association
100.	Wisconsin Agri-Service Assoc.
101.	Wisconsin AgroSecurity Resource Network
102.	Wisconsin Airport Management Association
103.	Wisconsin Angus Association
104.	Wisconsin Apple Growers Association
105.	Wisconsin Aquaculture Association, Inc.
106.	Wisconsin Association of Fairs
107.	Wisconsin Association of FFA
108.	Wisconsin Association of Meat Processors
109.	Wisconsin Association of Professional Agricultural Consultants
110.	Wisconsin Automobile & Truck Dealers Association Inc.
111.	Wisconsin Automotive Aftermarket Association
112.	Wisconsin Bakers Association Inc.
113.	Wisconsin Beef Council
114.	Wisconsin Berry Growers Association
115.	Wisconsin Cattlemen’s Assn
116.	Wisconsin Cattlemen's Association
117.	Wisconsin Center for Dairy Research

118.	Wisconsin Cheese Makers Assn
119.	Wisconsin Cherry Board
120.	Wisconsin Cherry Growers Inc.
121.	Wisconsin Christmas Tree Producers Association
122.	Wisconsin Commercial Deer & Elk Farmers Association
123.	Wisconsin Commercial Flower Growers Association
124.	Wisconsin Corn Growers Assn
125.	Wisconsin Corn Promotion Board
126.	Wisconsin Cranberry Board
127.	Wisconsin Cranberry Growers Association
128.	Wisconsin Dairy Artisan Network
129.	Wisconsin Dairy Products Association
130.	Wisconsin Economic Development Corporation
131.	Wisconsin Emu Association
132.	Wisconsin Farm Bureau Federation
133.	Wisconsin Farm Service Agency
134.	Wisconsin Farmers Union
135.	Wisconsin Fire Chief's Association
136.	Wisconsin Fire Inspectors Association
137.	Wisconsin Food Hub Cooperative
138.	Wisconsin Foodie
139.	Wisconsin Fresh Market Vegetable Growers Association
140.	Wisconsin Grape Growers Association
141.	Wisconsin Grass-fed Beef Cooperative
142.	Wisconsin Green Industry Federation
143.	Wisconsin Grocers Association
144.	Wisconsin Hereford Association
145.	Wisconsin Holstein Association
146.	Wisconsin Honey Producers Association
147.	Wisconsin Horse Council
148.	Wisconsin Innovation Kitchen
149.	Wisconsin Insurance Alliance
150.	Wisconsin Jersey Breeders Association
151.	Wisconsin Jewelers Association
152.	Wisconsin Livestock and Meat Council
153.	Wisconsin Livestock Breeders Association
154.	Wisconsin Local Food Network
155.	Wisconsin Manufacturing Extension Partnership
156.	Wisconsin Maple Syrup Producers Association
157.	Wisconsin Marina Association
158.	Wisconsin Milk Marketing Board, Inc.

159.	Wisconsin Mint Board
160.	Wisconsin Nursery Growers Association
161.	Wisconsin Obesity Prevention Network
162.	Wisconsin Office of Rural Health
163.	Wisconsin Paper Council
164.	Wisconsin Petroleum Council (WPC)
165.	Wisconsin Petroleum Equipment Association
166.	Wisconsin Petroleum Equipment Contractors Association (WisPEC)
167.	Wisconsin Petroleum Marketers and Convenience Store Association
168.	Wisconsin Pork Association
169.	Wisconsin Potato and Vegetable Growers Association
170.	Wisconsin Potato Board
171.	Wisconsin Potato Industry Board
172.	Wisconsin Poultry & Egg Improvement Assn
173.	Wisconsin Propane Gas Association
174.	Wisconsin Red and White Cattle Association
175.	Wisconsin Restaurant Association
176.	Wisconsin Rural Partners
177.	Wisconsin Rural Women's Initiative
178.	Wisconsin Self-Service Laundry Association
179.	Wisconsin Sheep Breeders Cooperative
180.	Wisconsin Sheep Dairy Cooperative
181.	Wisconsin Shorthorn Association
182.	Wisconsin Show Pig Association
183.	Wisconsin Simmental Association
184.	Wisconsin Sod Producers Association
185.	Wisconsin Soybean Association
186.	Wisconsin Soybean Board
187.	Wisconsin Specialty Cheese Institute
187.	Wisconsin Specialty Cheese Institute
188.	Wisconsin State Cranberry Growers Association
189.	Wisconsin Transportation Builders Association
190.	Wisconsin Utilities Association
191.	Wisconsin Veterinary Medical Assoc.
192.	Wisconsin Veterinary Medical Association
193.	Wisconsin Winery Association
194.	World Beef Expo
195.	World Trade Center Wisconsin
196.	WTCS Ag Education

DSPS Groups

The following is a list of the stakeholder groups contacted and asked to distribute via email to their membership by DSPS.

Number	Organization
1.	American Massage Therapy Association, WI Chapter
2.	Chiropractic Society of Wisconsin
3.	Funeral Service and Cremation Alliance of Wisconsin
4.	International Union of Operating Engineers Local #139
5.	Iron Workers District Council of the North Central States
6.	Lake State Lumber Association
7.	Leading Age Wisconsin
8.	League of Wisconsin Municipalities
9.	Madison Area Builders Association
10.	Mechanical Contractors Association of Wisconsin
11.	Medical College of Wisconsin
12.	Mental Health America of Wisconsin
13.	Miron Construction
14.	National Association of Chain Drug Stores
15.	National Association of Social Workers – WI Chapter
16.	National Electrical Manufacturers Association
17.	Novartis Pharmaceuticals Corporation
18.	Otsuka America Pharmaceutical, Inc.
19.	Pharmaceutical Research and Manufacturers of America (PhRMA)
20.	Pharmacy Society of Wisconsin
21.	Reckitt Benckiser Pharmaceuticals Inc
22.	Southeast Dental Associates
23.	Sunovion Pharmaceuticals, Inc
24.	Takeda Pharmaceuticals America
25.	VJS Construction Services
26.	Wal-Mart
27.	Wisconsin Academy of Ophthalmology
28.	Wisconsin Academy of Physician Assistants
29.	Wisconsin Alliance of Hearing Professionals
30.	Wisconsin Amusement and Music Operators
31.	Wisconsin Association for Marriage and Family Therapy
32.	Wisconsin Association of Nurse Anesthetists
33.	Wisconsin Association of School Nurses
34.	Wisconsin Athletic Trainers Association, Inc.
35.	Wisconsin Builders Association

36.	Wisconsin Business Alliance
37.	Wisconsin Chapter of the American Academy of Pediatrics
38.	Wisconsin Chapter of the American College of Emergency Physicians, Inc.
39.	Wisconsin Chiropractic Association
40.	Wisconsin Dental Association
41.	Wisconsin Dental Hygienists Association

2014

State of Wisconsin,
Department of
Administration

Tyler Byrnes
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STUDY ON CONSOLIDATION OF THE DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION WITH THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Study presented to the Legislature to meet requirements of 2013 Wisconsin Act 20, Section 9101(3s).

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Executive Summary

The Department of Administration has prepared a report on the potential consolidation of the Department of Agriculture, Trade and Consumer Protection with the Department of Safety and Professional Services, in response to requirements of 2013 Wisconsin Act 20, Section 9101(3s). The 2013-15 biennial budget required the Department of Administration to conduct a study to determine the appropriateness of combining the functions currently performed by the Department of Agriculture, Trade and Consumer Protection with services provided by the Department of Safety and Professional Services. The legislation required the study to consult with the impacted agencies, the boards and councils attached to or under those agencies, and members of the public who may be affected by the consolidation of the two agencies

Outreach

- The study was completed in consultation with affected customers via an electronic survey, with more than 24,000 responses. See the Survey Methodology and Results document for complete results and methodology, as well as Appendices 3, 4 and 5 for survey questions, results and demographics.

- Impacted agencies were consulted directly via meetings with agency leadership and administrative staff.

- Stakeholder group representatives were engaged via direct meetings and direct contacts in the form of letters sent to leadership at the Department of Administration.

Conclusions and Recommendations

- **Do Not Consolidate Agencies:** Due to limited overlap between agency customers, customer sentiment against a merger, potential administrative difficulties presented by the potential merger and limited potential for savings, the agencies should not be merged. A merger could risk losing the generally high performance ratings of both agencies, most notably the 65.8 percent of respondents that rated their interactions with the Department of Safety and Professional Services as "Good" or "Very Good".

- **Move the Veterinary Examining Board to the Department of Agriculture, Trade and Consumer Protection:** Due to the historical relationship between the Veterinary Board and the department, as well as the close relationship with the veterinary profession, the Veterinary Examining Board should be transferred.

- **Improve Board Staffing and Examine Board Powers:** In response to feedback from impacted stakeholder groups, the study recommends improvements to board staffing, training and document management. The Department of Safety and Professional Services began making changes to improve these areas in 2012, which may have not yet been reflected in stakeholder sentiment. Additionally, the study recommends that the powers and duties of existing examining and advisory boards should be examined, to standardize board

practices, meeting schedules, actions on potential licenses and other issues. The study also recommends an examination of the overall practice of state licensure of professions.

- **Licensing Fees Charged by the Department of Safety and Professional Services should be Reexamined:** Most fees charged by the department are set administratively via a fee study, reviewed by the Joint Committee on Finance. These fees should be reexamined through the existing fee study process, with current budget assumptions.

- **Continue Agency Improvements on Document Management, Electronic Licensure and Electronic Communications:** The two departments have projects underway to improve document management, electronic licensing and customer communications. These projects should be continued, in close consultation with each other, other state agencies and the private sector.

- **The Department of Safety and Professional Services is a vital Point of Contact between the state and the public:** Over 380,000 individuals are licensed by the department in order to work in their chosen professions. Additionally, the department reviews the plans of most commercial buildings constructed in the state. This makes the agency one of the primary points of contact for state citizens. Efforts should be made to improve the customer service experience with the agency through additional LEAN Government/Six Sigma initiatives.

Part I: Background Information

Department of Safety and Professional Services

The Department of Safety and Professional Services (DSPS) serves as the state's primary entity for licensure of professionals, with over 388,000 active credential holders. Licenses issued by the agency are generally issued to individual professionals in a specific occupation. Professions are either regulated and licensed through an examining board or directly by the department, depending on the applicable governing statute for a specific license. In addition to the examining boards, there are also a large number of advisory boards attached to the agency. Advisory boards have less authority over the licensing requirements and regulation of various professions. These boards must be consulted when changes to regulations are made, but do not have final authority over changes.

The agency is also responsible for ensuring competent practice of licensed professionals, the safety of the construction and use of public and private buildings, and compliance with professional and industry standards.

Division of Policy Development

The Division of Policy Development provides administrative support and policy guidance to the professional boards by facilitating board meetings and serving as a liaison between the boards and the department. The division manages the administrative rule promulgation process for both professions regulated by examining boards and professions directly regulated by the agency. In addition, the division is responsible for managing continuing education and examination requirements for regulated professions.

Division of Legal Services and Compliance

The Division of Legal Services and Compliance provides legal services to professional boards regarding the investigation and discipline of licensed credential holders for violations of professional regulations. The division is also responsible for the complaint intake process, compliance monitoring, and a confidential program for impaired professionals. In addition, the division conducts business compliance inspections and financial audits.

Division of Industry Services

Within the Division of Industry Services, the Bureau of Field Services provides services related to the inspections, construction and operation of buildings, along with ensuring compliance with health and safety codes. The Bureau of Technical Services provides services such as plan review, consultation and product evaluation. The Bureau of Administrative Services provides administrative support to the division.

Division of Management Services

The Division of Management Services provides administrative services to the Office of the Secretary and all other divisions within the department. These services include human resources, payroll, planning, budget, accounting and information technology.

Division of Professional Credential Processing

The Division of Professional Credential Processing is responsible for all credential application processing, including determination of credential eligibility and credential renewal.

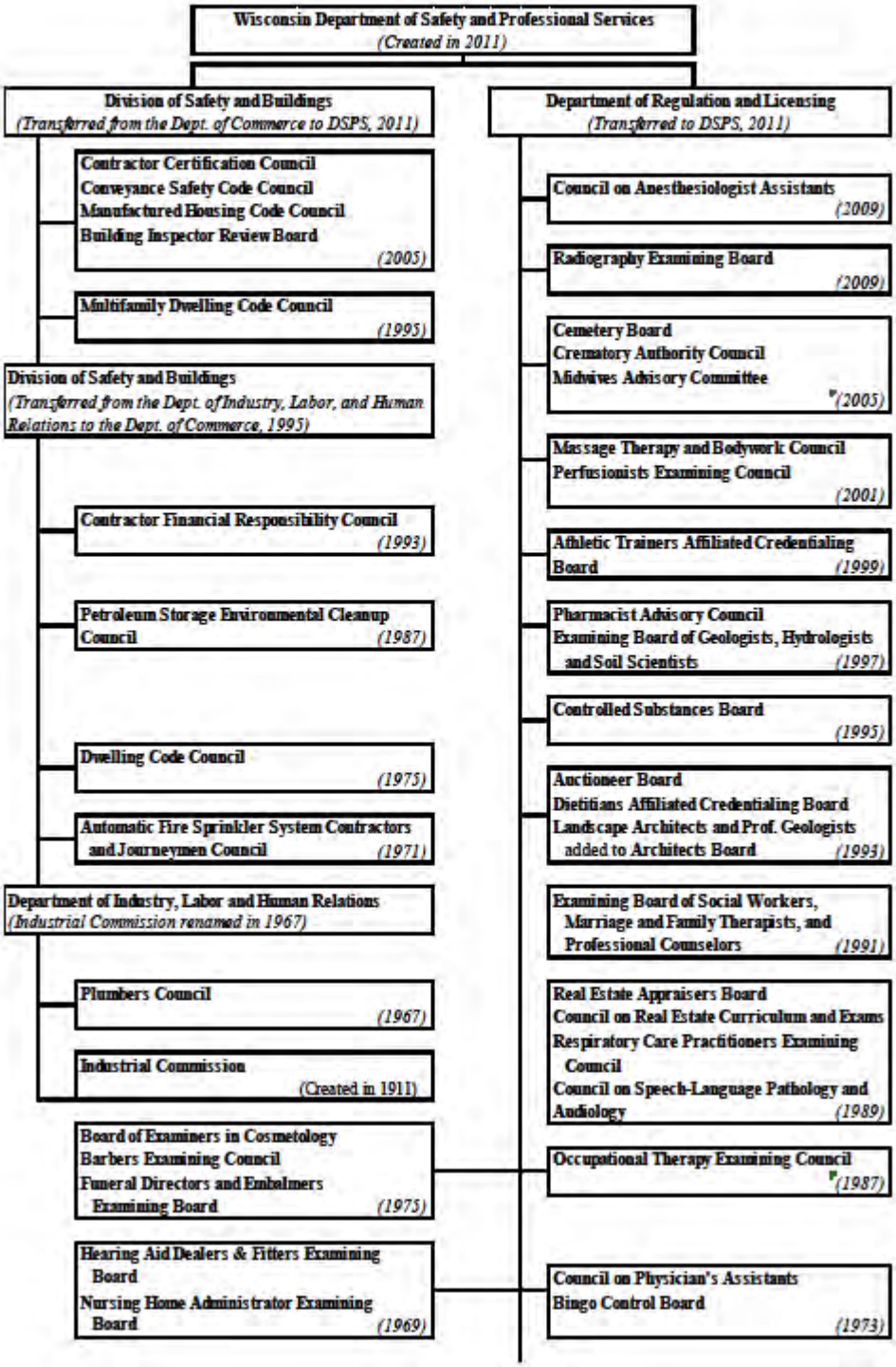
Agency History

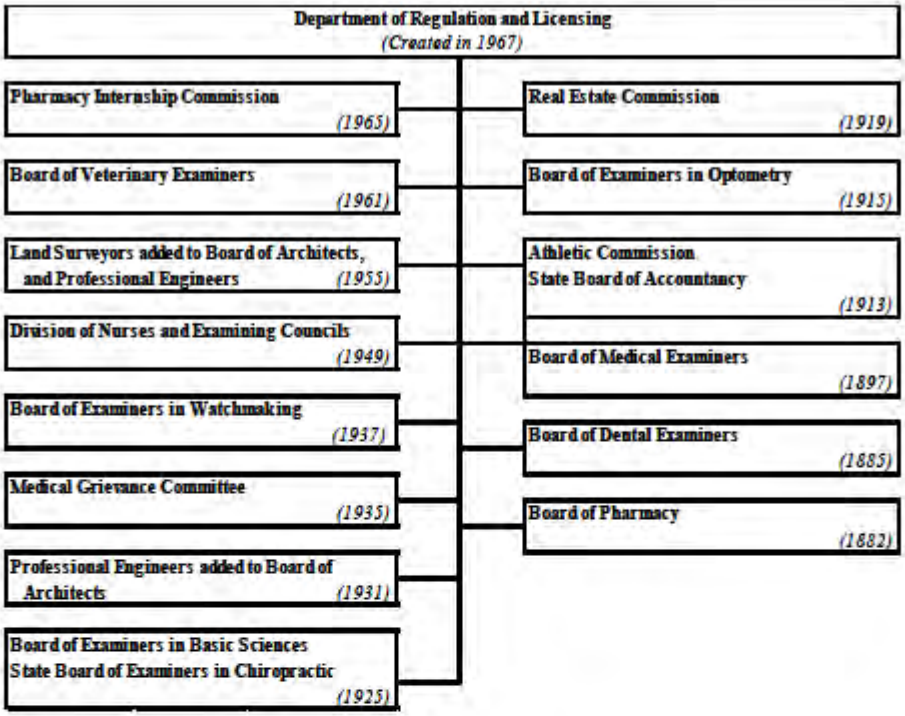
Occupational licensing had previously been the responsibility of the Department of Regulation and Licensing (DRL), which is now DSPS. DSPS was created by combining several existing regulatory boards and commissions under one agency as a part of the broad reorganization of state government in the mid-1960s. Prior to the creation of DRL, professional occupations were regulated by independent examining boards that had the authority to regulate the professions, grant credentials and collect fees. Each of these independent boards had a separate budget and directly employed staff. The first such board was the Pharmacy Examining Board, created in 1882 with 16 additional independent examining boards or councils created through 1965. DRL existed, with additional responsibilities added over time, until 2011.

The 2011-13 biennial budget, 2011 Wisconsin Act 32, created the Department of Safety and Professional Services. DSPS was responsible for all the functions of DRL, as well as additional responsibilities related to environmental regulatory services, and safety and buildings, which were transferred from the Department of Commerce. As part of the 2013-15 biennial budget, the majority of functions related to environmental regulatory services were transferred to the Department of Natural Resources (DNR) and to DATCP, as noted below.

DSPS is almost entirely funded by licensing fees and plan review fees. Most of these fees are set administratively via a fee study, subject to review by the Joint Committee on Finance. The fees are intended to be set at rates that allow the department to function. In past fiscal years, due to statewide tax revenue constraints, state agencies, including DSPS, have been required to lapse a portion of their funding to the general fund in order for the fund to maintain a positive fund balance. Item 1 shows the history of the department:

Item 1: DSPS History





Relevant Budget Changes

The 2013-15 biennial budget act made significant changes to DSPS responsibilities, by transferring functions to DNR and DATCP. This section details those changes.

The department had shared responsibility with DNR for administration of the Petroleum Environmental Cleanup Fund Award (PECFA) program and the abandoned tank removal program. PECFA reimburses owners for a portion of the costs incurred for remediation of contamination from leaking petroleum product storage tank systems and home heating oil systems.

DSPS was responsible for the financial reimbursement portion of the program, including review and payment of claims, and for administration of cleanup at low- and medium-risk petroleum sites. These responsibilities, along with associated funding and staff were transferred to DNR. Management of the petroleum inspection segregated fund, which is funded through a 2 cent per gallon tax on motor fuel, was also transferred to DNR. The functions were transferred to DNR because these functions were already partially covered by that agency and combining the split functions provided operational efficiencies. A net total of 3.0 FTE positions and $485,700 was eliminated as a result of the transfer of responsibilities.

The department was also responsible for inspection and regulation of petroleum, and underground petroleum storage tanks. This includes private heating oil tanks as well

as tanks at retail gas stations. Responsibilities, funding, rule-making authority and staff were transferred from DSPS to DATCP. This change also created efficiencies because DATCP already performed inspections at retail gas stations, as part of its regulation of weights and measures. Before the transfer, both agencies conducted inspections at gas stations. By combining the two functions, time was saved on the part of both the state and the regulated gas stations. A net total of 6.5 FTE positions and $405,700 was saved due to this transfer.

The following table shows the department's budget and total full-time equivalent positions (FTE) for the current and previous biennium.

Table 1: DSPS Budget

Budget Fiscal Year						
	2011-13 Biennium			2013-15 Biennium		
Fund Source	***2012***	***2013***	***FTE***	***2014***	***2015***	***FTE***
Program Revenue	$66,004,400	$66,254,400	302.3	$48,506,300	$48,774,400	261.6
GPR	2,413,200	2,413,200	1.0	2,412,300	2,412,300	1.0
Segregated Revenue	13,467,900	13,467,900	66.3	-	-	-
Total	**$81,885,500**	**$82,135,500**	**369.6**	**$50,918,600**	**$51,186,700**	**262.6**

Department of Agriculture, Trade and Consumer Protection

The Department of Agriculture, Trade and Consumer Protection (DATCP) works to assure a safe and secure food supply, healthy animals and plants; provide consumer protection; and ensure fair business practices. The department also works with partners in agriculture and business to ensure a vibrant agricultural sector and a clean environment.

The DATCP is a regulatory agency with jurisdiction over nearly all types of business, via consumer protection laws. The department has authority to adopt administrative rules that have the force of law. As a regulatory agency, the department seeks voluntary solutions, but it can use its enforcement authority when necessary. Statutes and administrative rules give DATCP the authority to conduct hearings and investigations, adopt rules, perform inspections, issue subpoenas, collect and analyze samples, issue compliance orders, and suspend or revoke licenses. In cooperation with a district attorney or the Department of Justice, DATCP may also prosecute law violations in court.

In addition to regulatory action, the department also provides services to consumers and businesses, and licenses over 100,000 individuals and businesses. Generally, DATCP licenses businesses more frequently than individuals.

Division of Food Safety

The Food Safety Division works to assure a safe, wholesome and secure food supply. The division enforces Wisconsin's food safety and labeling laws, licenses and inspects over 30,000 food establishments, and supervises local government inspection of others. Supermarkets fall under the jurisdiction of DATCP, while restaurants are inspected by the Department of Health Services. Both are inspected under the same regulatory regime.

The Food Safety Division regulates the entire food chain, from the agricultural producer to the consumer. That permits a comprehensive approach to food safety issues affecting producers, processors, distributors, retailers and consumers

Division of Trade and Consumer Protection

The Trade and Consumer Protection Division enforces consumer protection laws and rules, including jurisdiction over false sales or advertising claims and unfair business practices.

The division also enforces state weights and measures laws to ensure that consumers receive the advertised amount of the product they are purchasing. In doing so, the division tests commercial scales, gasoline pumps, price scanners and measuring devices, and enforces fair packaging and labeling requirements. According to national estimates, weights and measures enforcement saves the average family $600 per year.

Division of Animal Health

The Division of Animal Health is responsible for ensuring all livestock in the state meet state and federal health standards. This ensures human safety, as well as animal

safety, because serious animal diseases may impact humans. Additionally, the division licenses various livestock businesses such as animal markets, animal dealers, animal trucker's licenses, and dog shelters and breeders.

Division of Agricultural Resource Management

The Agricultural Resource Management Division works to ensure good stewardship and responsible use of Wisconsin's land, water and plant resources. The division is responsible for safeguarding the resources that support the food chain, in part by regulating pesticides and other agrichemicals to protect public health and the environment. When spills occur, the division works to clean up agrichemical spills. The division also provides the following services:

- Helps landowners and local governments conserve Wisconsin's productive land and water resources;
- Establishes standards for facility siting ordinances and helps preserve farmland threatened by unplanned development and sprawl;
- Helps prevent pollution of surface water; and
- Works to control serious pests that threaten Wisconsin crops, forests and plant communities.

Division of Agricultural Development

The Agricultural Development Division is responsible for fostering a vibrant Wisconsin agricultural economy, by supporting farmers and agricultural businesses in the state. This division is responsible for promoting value-added development and diversification of the agricultural sector, promoting local sale and consumption of Wisconsin products, and connecting Wisconsin products with export opportunities.

Relevant Budget Changes

The 2013-15 biennial budget transferred the Tank and Petroleum Testing Program from DSPS to DATCP. This included the transfer of 36.0 FTE positions as well as associated funding, rule-making and enforcement authority. The budget made other less significant changes to the agency as well, but this item is the largest change in agency responsibilities and staffing.

The following table shows the department's budget and total FTE positions for the current and previous biennium.

Table 2: DATCP Budget

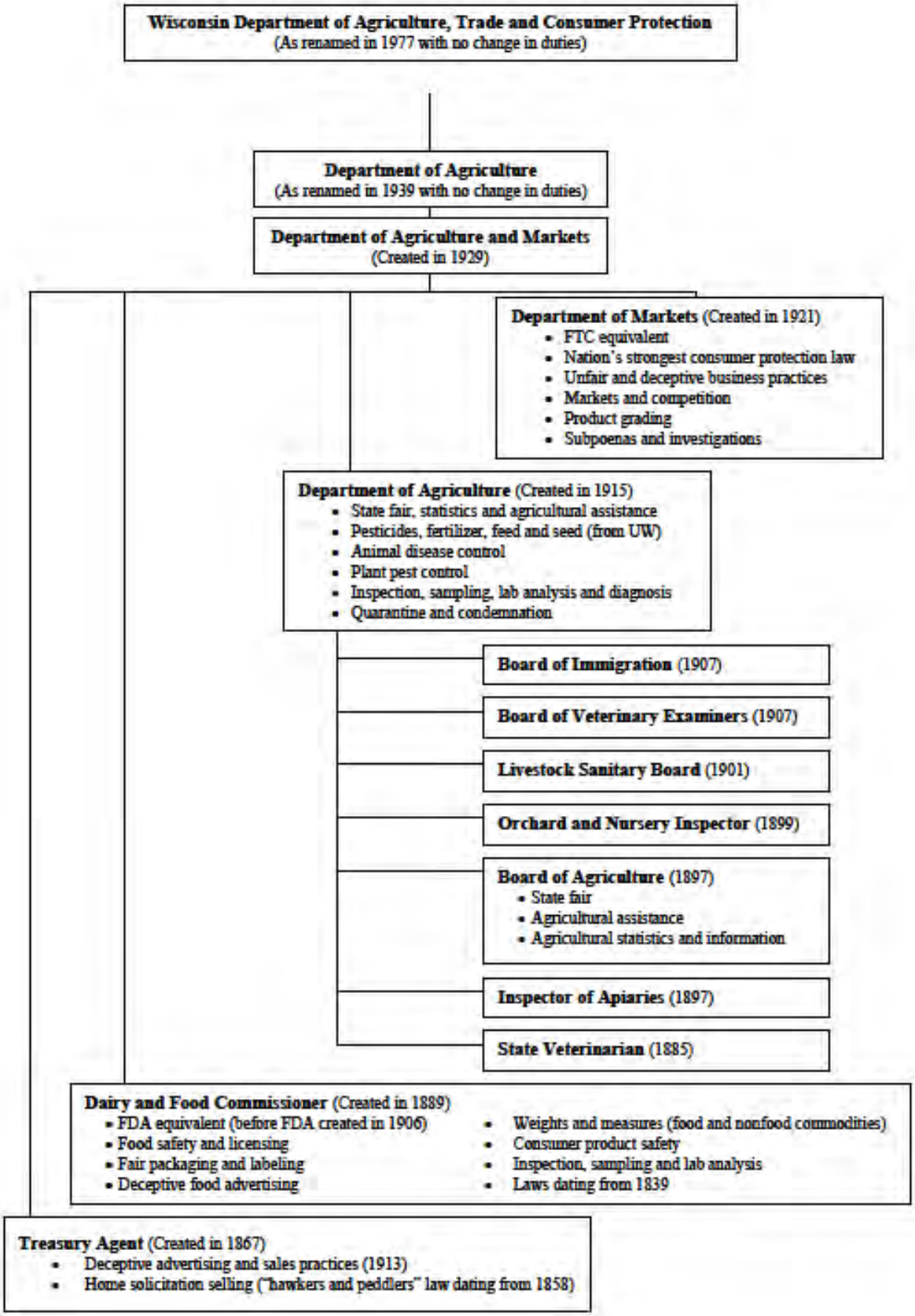
Budget Fiscal Year						
	2011-13 Biennium			2013-15 Biennium		
Fund Source	***2012***	***2013***	***FTE***	***2014***	***2015***	***FTE***
Program Revenue	$44,213,800	$44,389,200	283.6	$37,103,100	$37,048,700	283.6
GPR	26,612,300	28,375,900	210.0	26,878,900	26,488,800	211.0
Segregated Revenue	29,922,000	30,352,700	97.3	33,385,500	32,527,700	131.3
Total	**$100,748,100**	**$103,117,800**	**590.6**	**$97,367,500**	**$96,065,200**	**625.9**

Department History

The department formed in 1929 the direct descendent of the Department of Agriculture and Markets, formed in 1929 by combining the Department of Markets, the Department of Agriculture, the Treasury Agent and the Dairy and Food Commissioner. The agency has changed names twice since its inception, once to the Department of Agriculture in 1939 and again in 1977 to the current Department of Agriculture, Trade and Consumer Protection. However, the primary functions of the agency have not been modified with the name changes.

The agency has roots in laws that date before Wisconsin statehood and have strong ties to the state's agricultural history. The oldest of the laws were the initial consumer protection laws designed to ensure that agricultural products were of the advertised quality and quantity. These laws were enforced by the Treasury Agency. Food safety was also an early addition to the state's responsibilities, as the public demanded assurance that food was safe to eat. Early food safety laws were under the purview of the Dairy and Food Commissioner, created in 1889. The original Department of Agriculture was formed in 1915 from a combination of various boards with jurisdiction over agricultural products, animals and immigration. The following item shows the lineage of the agency:

Item 2: DATCP History



Part II: Public Involvement, Stakeholder Outreach and Agency Consultation

Survey Distribution and Methods

As a portion of the study, the Legislature required consultation with board members, stakeholders and the general public on issues related to consolidating the two departments. In an effort to efficiently and cost-effectively contact the largest number of stakeholders, an electronic survey was used. This survey was sent to impacted board members, stakeholder groups and individual license holders and was publicized via media outlets to attract a broad spectrum of public comment. More than 430,000 people were directly contacted with the survey.

The contact lists were generated by using an email list of DSPS license holders, email lists generated from the Office of Business Development interactions with Chambers of Commerce and economic development groups as well as business contacts throughout the state. The survey was also electronically distributed through over 350 DATCP- and DSPS- identified stakeholder groups with directions to forward the survey to group members.

Links to the on-line survey were sent to email addresses for all the license holders on file with DSPS, which totaled 428,954 emails. In addition to agency contacts, the survey was also distributed to members of the DATCP and DSPS attached boards, members of the Legislature, and via the Department of Administration Office of Business Development at various events and through Chambers of Commerce. The survey was also available to the general public via a Web site and was publicized through media outlets. Please see Appendix 2 for a copy of the email sent with the survey.

The survey itself was crafted by Department of Administration Staff, in consultation with policy analysts and reviewed by DSPS and DATCP. These questions and potential answers were then reviewed by survey experts within state government to ensure that the questions did not lead the respondents to a preferred response. Please see Appendix 3 for a copy of all survey questions as they were presented to survey respondents.

Survey respondents were asked basic demographic questions, and then asked about which state agencies they interacted with. The structure of the survey varied based on which agencies were listed. Respondents were then asked to rate various aspects of agency performance for the agencies they selected. If the respondents rated agency performance as poor or very poor, they were provided space to provide additional comments on the survey. After completing this section, all respondents were asked questions directly related to their opinions of a potential merger. At the end of the survey respondents were able to provide general open-ended responses.

Respondent Characteristics and Survey Highlights

The next section provides highlights and analysis of the survey results. For full results please see the Survey Methodology and Results document. The following table shows the total response by type of survey contact.

Table 3: Respondents by Source of Contact

Respondents by Source of Survey Contact		
Source of Contact	**Respondents**	**Percent of Total**
License Holders	23,438	93.9%
Office of Business Development Contacts	550	2.0%
DSPS Stakeholders	336	1.3%
Legislature	173	0.7%
Board and Councils	147	0.6%
DOA/Wisconsin Web site	128	0.5%
Other	177	0.2%
Grand Total	**24,949**	**100.0%**

As the table demonstrates, most of the respondents were professional license holders, although as seen below, DSPS stakeholders had the highest response rate. There were also significant responses from individuals that were directly contacted by the Office of Business Development and stakeholder groups contacted by DATCP. The following table shows respondents by the means of contact. See Appendix 6 for a complete list of stakeholder groups contacted.

Table 4: Respondents by Source of Contact

Respondents by Source of Survey Contact			
Source of Contact	**Surveys Distributed**	**Respondents**	**Response Rate**
License Holders	429,305	23,438	5.5%
Office of Business Development Contacts	1,596	550	34.5%
Other – Known Number Surveys Sent	3,214	463	14.4%
Other – Unknown Number of Possible Respondents	N/A	498	N/A

The following table shows the breakdown of respondents by their professions based on DSPS licensee categories, as self-identified by the respondents. Health professions are the best represented group and include doctors, nurses, pharmacists, dentists, dental hygienists, as well as social workers and other therapists. The next largest group did not identify a profession; however the majority of these respondents were also license holders. Some respondents identified combinations of multiple professions.

Table 5: Respondents by Profession

Respondents by Profession		
Profession	**Respondents**	**Percent of Total**
Health Professions	9,838	39.4%
No Response	7,451	29.9%
Business Professions	5,194	20.8%
Trades Professions	1,920	7.7%
Manufactured Housing	21	0.1%
Mixed Martial Arts/Boxing	14	0.1%
Subtotal	*24,438*	*98.0%*
Multiple Professions Identified/Multiple License Holder		
Business Professions; Trades Professions	210	0.8%
Health Professions; Business Professions	187	0.7%
Health Professions; Trades Professions	61	0.2%
Health Professions; Business Professions; Trades	28	0.1%
Subtotal	511	2.1%
Grand Total	***24,949***	***100.0%***

Please see Appendix 4 for full demographic information of the respondents.

Responses to the survey provided insight into three primary questions related to the appropriateness of the potential merger of the two agencies:

- How often are individuals customers of the Department of Safety and Professional Services, and the Department of Agriculture, Trade and Consumer Protection?
- Do agency customers see a need for a merger?
- Can a merger be recommended on the basis of poor performance on the part of either agency?

The following sections provide detail on how these questions are answered, based on responses to the survey.

Agency Contact Overlap

If large numbers of agency customers deal with both agencies, there would be a significant reason to combine the two. A merger would reduce the number of agencies contacted by an individual or business owner, potentially saving time and effort spent contacting multiple agencies.

Frequent contact with both agencies by customers would also indicate that the potential for agency operational efficiencies by combining the two agencies exists, by allowing the same staff to perform more than one function. For example, prior to the 2013-15 biennial budget request, the agencies determined that both DSPS and DATCP were sending inspectors to gas stations to inspect fuel quality and to ensure the

accuracy of fuel pumps. Combining these functions at DATCP allowed inspections to occupy less of a business's time and allowed for efficiencies for the state. The following table shows the number of respondents that listed both DSPS and DATCP as agencies they contact in the course of doing business.

Table 6: Agency Overlap

To do business in Wisconsin, I have contact with the following agencies:	**Respondents**	**Percent of Respondents**
Contact both DSPS and DATCP to do business	830	3.3%
Contacts with DSPS, DATCP and other agencies to do business	613	2.5%
Total	*1,443*	*5.8%*
Total Respondents	24,949	100.0%

Only 5.8 percent of respondents indicated that they did business with both DSPS and DATCP, with 2.5 percent of those respondents listing at least one additional agency. This indicates that there is limited overlap between customer bases for the two agencies. Additionally, there was limited overlap between either agency or any other agencies in state government. The most frequently mentioned additional agency, linked with DSPS was the Department of Health Services, followed by the Department of Natural Resources. The most frequently mentioned combination of agencies with DATCP was the Department of Natural Resources. See Appendix 5 for tables detailing full results.

Other agencies were frequently mentioned, but in unique combinations or combinations that corresponded with few other respondents. The most frequently mentioned agency was the Department of Health Services, followed by the Department of Revenue and the Department of Natural Resources. The following table shows how frequently other departments were mentioned by survey respondents.

Table 7: Departments Listed – Other than DATCP or DSPS

Department	**Responses**
Health Services	1,344
Revenue	1,236
Natural Resources	1,115
Workforce Development	1,015
Financial Institutions	770
Other	548
Children and Families	432
Office of the Commissioner of Insurance	390
Public Instruction	331

Given the limited overlap between customers of both agencies, it is unlikely that there would be significant savings of time and effort on the part of the public if the agencies were combined. Additionally, these results indicate that there are likely limited operational efficiencies to be gained from combining the two agencies. These conclusions are corroborated by consultation with department staff, which indicated limited overlap among agency functions.

Respondent Views on a Potential Merger

The second question addressed by the survey relates to how directly impacted stakeholders viewed the possibility of merging the two agencies. Though licensees and board members may not have a strong sense of internal agency operations, they are among the best gauges of the amount of focus they receive from an agency. By asking them directly their opinions of a merger, the respondents indicate whether a new, combined agency would serve their interests.

Generally, survey respondents were opposed to a potential merger. Of those that provided a response to the question "If no savings were found from a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would you support the general concept of consolidation?" only 15.7% of respondents responded "Probably Yes" or "Definitely Yes." The following table shows the responses to the question, excluding 4,375 blank responses.

Table 8: Consolidation Responses

If no savings were found from a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would you support the general concept of consolidation? **Excludes respondents that did not respond to the question**		
Definitely Yes	873	4.2%
Probably Yes	2,364	11.5%
Not Sure	3,532	17.2%
Probably No	6,614	32.2%
Definitely No	7,191	35.0%
Total Respondents	**20,574**	**100.00%**

By stating that the respondents should decide if the agencies should be combined, absent of savings, the survey question gives a sense of whether agency customers feel they would see better service or have an easier time receiving the services they need from an agency if DSPS and DATCP were combined. Another question looked directly at service expectations in the event of a merger. The following table shows responses to the question "How do you believe a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would affect the services to you as a license holder?" This table excludes 4,430 blank responses.

Table 9: Evaluation of Services

How do you believe a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would affect the services to you as a license holder?		
Excludes respondents that did not respond to the question		
Greatly improve service	192	0.9%
Improve service somewhat	760	3.7%
Not sure	8,308	40.5%
Reduce service somewhat	6,270	30.6%
Greatly reduce service	4,989	24.3%
Total Respondents	**20,519**	**100.0%**

Only 4.6 percent of respondents felt that merging the two agencies would improve services. This again indicates that the most directly impacted customers of the agencies do not see a potential for improved services between the two agencies.

The following table shows respondent concern that a combined agency would lose focus on the individual functions of the two predecessor agencies. This concern was echoed in stakeholder contacts and discussions with agency staff. Specifically, the agricultural industry expressed concern that a merger would move focus from agriculture issues.

Table 10: Agency Focus

If Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection were consolidated how do you think the focus of the new agency might change the current functions such as agriculture, food safety, consumer protection, building plan review and professional licensing?		
Excludes surveys that did not respond to the question		
Increase focus	749	3.6%
Stay the same	2,981	14.5%
Reduce focus	12,487	60.7%
Unsure	4,364	21.2%
Total Respondents	**20,581**	**100%**

Respondents were also given the opportunity to make additional comments at the end of the survey. These open-ended responses tended to relate to opinions about the potential for a merger, given the order in which the questions were asked. There were a total of 3,886 comments given in this space. These comments were categorized into seven categories.

Table 11: Comment Categories

Type of Comment	Respondents	Percentage
Pro-consolidation	332	8.5%
Anti-consolidation	1,877	48.3%
Increase Resources for Agency Functions	69	1.8%
Comments related to board responsiveness or operations	64	1.6%
Continuing Education Related Comments	109	2.8%
General Agency Complaints	271	7.0%
Other Comments	1,164	30.0%
Total	3,886	100.0%

The comments generally mirrored the sentiment of the general survey response, with the majority opposing the merger, with some supporting it. The arguments put forward in the comments provide insight into what respondents considered important.

Comments suggesting the agencies remain separate were primarily concerned with the two agencies having disparate functions, with the potential for a loss of agency focus on one function or the other. Some examples of comments opposing a merger:

> *"The two departments have totally different focuses. I do not believe the public's safety and concerns would be properly protected if these departments were combined!"*
>
> *"The idea of consolidating too much causes more conflict and the chance of things backing up because [there] is too much of a work load and/or mixing things up. These departments do not seem to even correlate."*

Generally, those in favor of a merger cited potential cost and efficiency improvements as reasons for the combination of the two agencies. Some examples of comments supporting a merger:

> *"Any consolidations should save tax dollars and we should EXPECT services to be [consistent] regardless of the structure. It should not be an either or. Expect results from all agencies."*
>
> *"Consolidation should help to save on [personnel] and building overhead. Many businesses in WI have consolidated various [departments] to accommodate for lower income levels, the services provided to the state can do the same if there is a cost saving to be appreciate[d.]"*

The arguments made by commenters against a merger were also common when talking to stakeholder groups and agency staff, detailed later. Comments in favor of the merger assume savings, but given the limited overlap in agency responsibilities, these savings are limited, as examined in a later section of the study.

To summarize the public response to questions about a potential merger, respondents were generally opposed to merging the two agencies for two primary reasons. First, they did not expect improvement in the service provided to them in the event of a

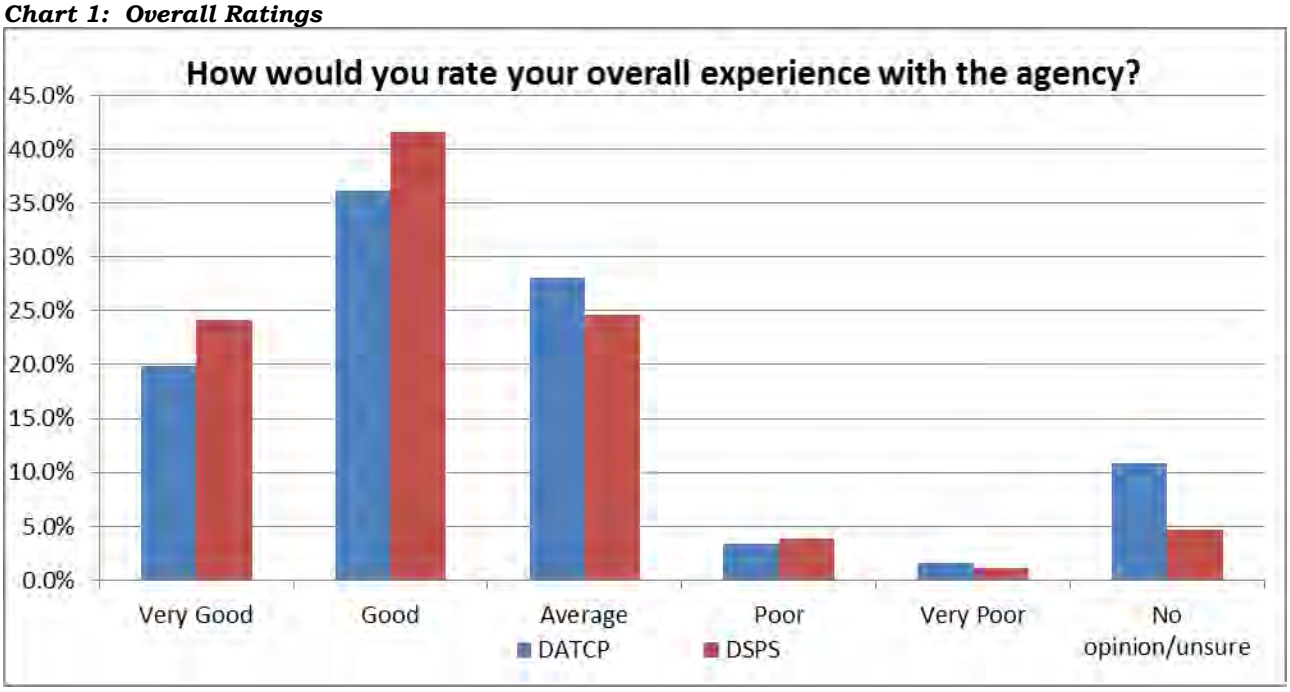
merger. Second, there is an expectation that the newly created agency would lose focus on the individual functions currently assigned to DSPS and DATCP.

Overall Performance Evaluation

Surveying agency customers about the overall performance of the agency gives insight into overall customer service quality. This provides an answer to the third question: Can a merger be recommended on the basis of poor performance on the part of either agency?

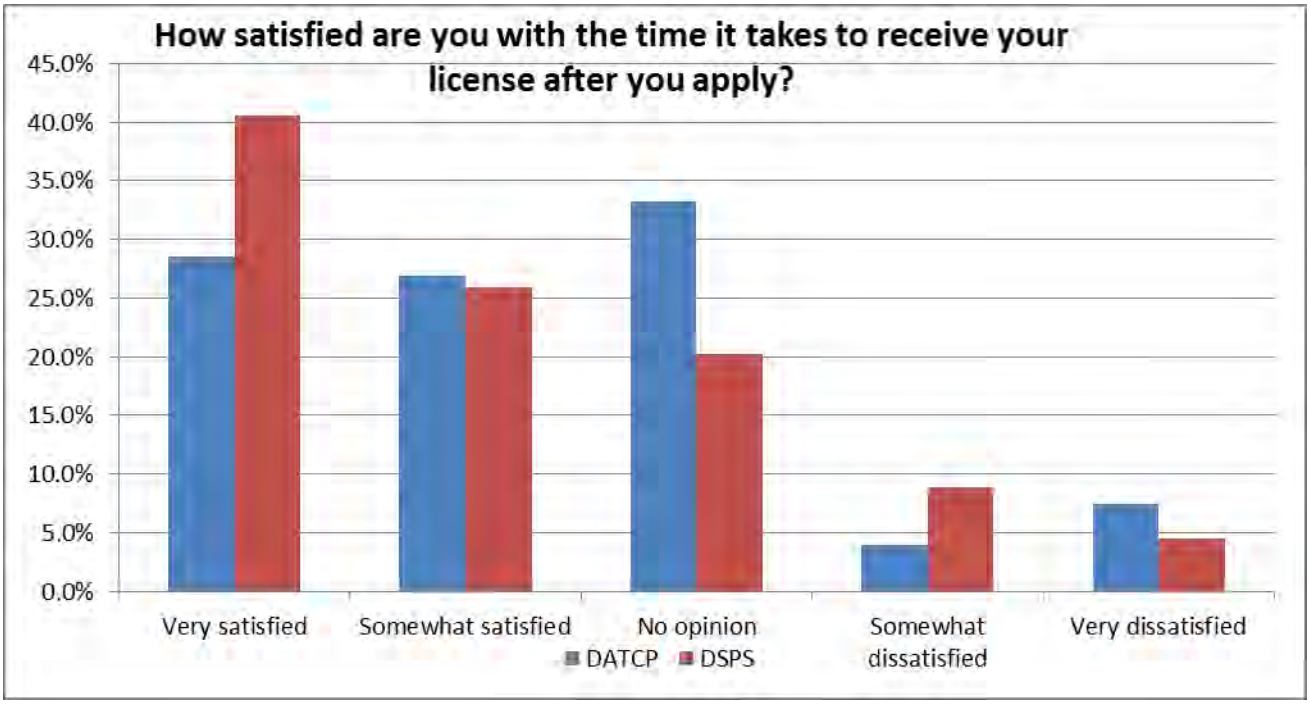
The following charts show the overall performance evaluation of two agencies: DSPS, DATCP. The following chart shows the responses to the question "How would you rate your overall experience with the agency?"

Chart 1: Overall Ratings



A total of 16,465 respondents expressed an opinion about DSPS's overall performance, with 1,555 respondents rating DATCP. Respondents expressed a relatively high overall rating of DATCP and DSPS. Respondents even had a relatively positive view of specific agency services such as the time that licenses are delivered after application. The following chart shows the responses to the question "How satisfied are you with the time it takes to receive your license after you apply?"

Chart 2: Response Time Satisfaction



In response to this question, 16,006 respondents expressed an opinion about DSPS's license response time, with 1,351 respondents rating DATCP. Generally, respondents were relatively satisfied with the service provided by the agencies. However, one area where there was less satisfaction was with the value provided by the licenses offered by DSPS. The following table shows that more than a quarter of respondents felt that they receive either minimal value or no value from the license provided by DSPS.

Table 12: License Value - DSPS

How much value do you believe there is relative to fees paid to be a DSPS license holder?		
Good Value	3,790	23.3%
Some Value	4,502	27.7%
Not Sure	3,722	22.9%
Minimal Value	3,516	21.6%
No Value	726	4.5%
Total Respondents	**16,256**	**100%**

Because of the general level of satisfaction of the two agencies' customers, making drastic changes to operations is inappropriate at this time. Organizational changes may disrupt service and confuse customers, reducing a relatively high level of service. However, an examination of the practice of licensing professionals may be appropriate, given perceived value of the license.

Agency and Stakeholder Group Contact

The Legislature required that the study consult with both impacted stakeholders and agency staff. The survey provided a broad base of contact with stakeholders. However, some stakeholder groups chose to respond directly. One such contact was a

letter from a large number of representative groups from the agriculture industry. This letter expressed concerns with the potential for a merger, based around the potential for one combined agency to lose focus on agricultural issues in the face of the increased agency responsibilities. Another stakeholder contact, with a representative for the Veterinary Medical Association, indicated that its primary concerns with DSPS were related to ensuring that board meetings were consistently staffed and run smoothly. This group also formally requested that the Veterinary Board be moved from DSPS to DATCP. However, generally impacted groups were not strongly in favor of a merger of the two agencies. Please see appendices 7,8 and 9 for direct contact letters from stakeholder groups.

When meeting with agency leadership and staff, the recurring theme was the limited overlap between the two agencies' customers. Very rarely did either DSPS or DATCP indicate that they worked closely with the other agency, or referred customers to the other agency. Given the limited overlap, those consulted at the two agencies did not think that bolting one agency onto the other made sense, in terms of either creating internal efficiencies or improving customer service.

Part III: Fiscal Impact and Operational Issues of a Merger

After examining the operations of the two agencies included in the study, the fiscal savings from a potential merger would be limited. Each agency has significant field staff performing very different missions. Because of the varied nature of functions contained both within each agency and between the two agencies, most savings would be generated by eliminating executive unclassified positions and administrative positions.

There is no expected savings from combining the two agencies in terms of space costs, and no expected moving costs, since neither agency could be accommodated within the existing spaces available to either agency. If it was determined that all agency staff should be housed at one location, significant and costly expansion would be required of either the existing DSPS or DATCP facilities. Detailed cost estimates would need to be prepared at the time of the potential merger.

The largest portion of the savings would come from eliminating one set of executive unclassified staff for one of the agencies, including a secretary, deputy secretary, communications officer, assistant deputy secretary, chief legal counsel and a division administrator. The following table shows the expected savings from eliminating unclassified positions.

Table 13: Executive Staffing Savings

Position	FTE	Salary	Fringe Benefits	Total
Secretary	1.0	$110,000	$50,000	$160,000
Deputy Secretary	1.0	100,000	40,000	140,000
Assistant Deputy Secretary	1.0	100,000	40,000	140,000
Subtotal	*6.0*	*$310,000*	*$130,000*	*$440,000*

Three additional statutory positions, a Communications Director, Chief Legal Counsel and Division administrator positions could be eliminated. However, the duties performed by these positions would still be required. Completing these duties would create the need for additional management or operational staff, mitigating the savings created by elimination of executive staff.

Additional appropriation reductions could be realized by eliminating administrative positions in each agency, specifically in the agencies' human resources and budget areas. Though the new agency would warrant larger staffing in these areas, the positions identified for elimination are positions that have been vacant for an extended period. The following table shows potential savings from the elimination of the administrative staff positions.

Table 14: Administrative Staffing Savings – Vacant Positions

Position	FTE	Salary	Fringe	Total
Human Resources Manager	1.0	$100,000	$40,000	$140,000
Budget and Policy Analyst	1.0	50,000	20,000	70,000
Subtotal		*$150,000*	*$60,000*	*$210,000*

Since these positions are vacant, expenditure savings are currently occurring and as a result eliminating them would not generate new savings. Additionally, these positions may be eliminated in response to 2013-15 biennial budget provision requiring the elimination of 450.0 FTE positions across state government, before a merger could take place. Therefore, while eliminating the positions would reduce budgeted appropriations, it may not result in a net reduction in expenditures.

Together, expected staff savings would equal $610,000 annually, which is the equivalent of 0.2 percent of the combined agency budgets. However, a portion of these savings would be offset by costs related to merging the two agencies. Given the limited operational overlap between the agencies, the primary cost would be related to design of the new agency's Web site to incorporate the two different functions. This is estimated at $40,000, which reduces potential savings generated from the merger.

A merger would also generate additional costs related to updating administrative code of the existing agencies, in order to ensure statutory and agency references were up-to-date. All agency forms and licenses would also need to be updated. While agency costs to make these updates may be limited, the cost to comply with state regulations would increase for the public.

Administrative and Policy Concerns

In addition to the limited savings generated from the merger, there are significant administrative and policy concerns about a potential merger. A combined agency would only have one set of executive officers. A review of the two secretaries' schedules indicates that accommodating all meetings with agency customers and industry representatives would be very difficult. This could potentially be alleviated by creating an additional deputy secretary position, which would further limit the savings generated by a merger.

Another major issue would be determining the authority that the existing DATCP board would have over the examining and advisory boards attached to DSPS. Currently, the DATCP board has the ability to review and approve or alter any administrative rules that come out of DATCP. If this structure was retained, the DATCP board would have jurisdiction to review any rules made by the Medical Examining Board or any other board attached to DSPS. The DATCP board does not have representation or expertise in most of the areas regulated by the DSPS boards. The DATCP board could be increased in size to accommodate representation for each of the new industry areas. However, determining representation on this board would be difficult, and accommodating representation from each DSPS board would make the DATCP board difficult to manage and potentially ineffective. This could be

resolved by eliminating DATCP board oversight over portions of the new agency, which would undermine the case for a combined agency.

Part IV: Conclusions and Recommendations

After consulting with the public via the survey, stakeholders, administrative and executive staff in both agencies and analyzing the potential for savings in both agencies as the result of a merger, this study recommends against combining the two agencies. The potential savings generated and unknown costs do not justify the potential disruption in service and confusion among stakeholders. Furthermore, given the limited overlap between the two agencies, it is unlikely that bolting one agency to the other will provide for enhanced efficiency and customer service for any of the agencies' customers. However, examining each agency did show ongoing attempts to improve customer service and operations at both agencies, as well as potential new initiatives.

In response to the request from the Wisconsin Veterinary Medical Association, the Veterinary Examining Board should be moved to DATCP. Additionally, all enforcement functions related to enforcement of the practice of veterinary medicine should be moved to DATCP. This change is feasible because historical relationship between the Veterinary Board and DATCP, as well as the close relationship between the veterinary profession and the agency. The department has significant expertise in the veterinary field, and the DATCP board has members that are familiar with animal health issues.

One area of emphasis related to DSPS service was an improvement of board meeting staffing functions. After examining the agency operations and stakeholder opinions, it appears that some boards function well, while others may be improved or potentially eliminated. The department should institute a system of training on board powers, functions and the rule-making process for both board members and board staff, which would improve the effectiveness of the staff. As part of this process, DSPS should work with other agencies, including the Department of Natural Resources, that have attached boards to determine best practices for board staffing.

Due to reduced lapse assumptions, DSPS should reexamine the fee structure via a fee study that is reviewed by the Joint Committee on Finance, with current lapse assumptions. The new review of fees should take into account all options to potentially reduce the cost of compliance for businesses, including reducing fees and lengthening the period for which a license is valid.

The study recommends that a comprehensive examination of existing examining and advisory boards should occur, in consultation with the impacted licensees, board members and professional organizations to standardize board practices, meeting schedules and actions on potential licenses. Further, given the differences in opinion among license holders about the value of their license, it may be reasonable to conduct a review of professional licensing generally to determine how to best ensure continued excellence in professional services in the state.

Both DATCP and DSPS are in the process of creating an electronic document and contact management system. At DATCP, this system will allow businesses that must hold multiple permits, for example separate permits to operate a dairy, haul milk and sell cattle, to have one record on file for all of the permits, instead of a separate, paper record for each permit. This will save permit holders time and effort in renewing and acquiring new permits. Additionally, this will allow DATCP staff to focus less on paper

processing and more on direct customer service. Given the difficulty of distributing the survey tool used in this study, and the poor response rate from DATCP licensees, there is clearly room for improvement in terms of electronic communications at the department.

A similar data management project is underway at DSPS, which will aid in further automating the licensing process. The process for licensing at DSPS is already Internet-based, but this project will work to streamline the licensing process and improve document management. Improved document management will allow for easier access to board materials and other important department communications by the public. The two agencies should continue on the path of automation and should consult with each other, other state agencies and the private sector to determine best practices in establishing a new content management software suite.

Over 380,000 individuals are licensed by DSPS in order to work in their chosen profession. Additionally, DSPS reviews the plans of most commercial buildings constructed in the state. This makes the agency one of the primary points of contact for these citizens and others that choose to do business in the state, on par with an organization like the Division of Motor Vehicles in the Department of Transportation. Contact with such agencies is often where individuals form their overall opinion of government effectiveness and efficiency.

Working to improve the customer experience with DSPS should be a top priority. This can be achieved by instituting a strategic planning program at DSPS and developing performance measures for the agency, with input from staff and stakeholders to significantly improve agency function and customer service. In addition, the State Controller's Office is conducting a fiscal audit of DSPS. Any recommendations from this report about financial policies and procedures should be examined to improve internal financial processes.

Finally, the agency presents opportunities for process streamlining through the creation of a Six Sigma/LEAN Government program. DATCP has instituted a Six Sigma program and has made significant process improvements. Customer service and agency efficiency may also benefit from an outside review of operational and leadership practices from an operational consultant. The following table outlines some of the existing LEAN Government initiatives currently underway at the two agencies.

Table 15: Current LEAN Government Initiatives

Agency	Project	Goals, Results and Recommendations
DATCP	Out of State Travel Authorization	• Redesign process flow to move finance notification to end of process. • Provide documentation of the process, and instructions for appeal of denied requests. • Enhance electronic submittal process, currently in use in one division, to provide departmentwide service.
DATCP	Division of Food Safety Dissemination of Lab Results/ Agricultural Resource Management Dissemination of Lab Results	• Scan lab analysis report upon printing and email a .pdf version of the report to appropriate field staff. • Set up a system through GovDelivery to generate automated messages for field inspectors. • Encourage greater use of electronic database containing lab results. • Print lab reports for archival purposes, but also stored as image in special drive as a pdf file.
DATCP	Feed Sampling in the Bureau of Agrichemical Management	• Determine the appropriate number of surveillance feed samples to collect each year. • Develop standard procedures and guidance to ensure the appropriate number of surveillance feed samples are collected each year. • Increase, by a minimum of 200%, the number of surveillance feed samples collected in 2013 over those collected in 2012.
DATCP	SWRM cost-share transfers: Simplifying routine approvals	• Identify more efficient ways to process this routine transaction. • Reduce reliance on paper documentation. • Reduce workload for frontline staff.
DATCP	Division of Ag Resource Management - The Staff Trackers	• Information is collected in a timely and efficient manner. • Eliminate redundancy where it is found. • Reduce collection of inaccurate information.

DATCP	Bureau of Labs - Records Storage and Retrieval	• Determine the deficiencies of the current system and propose resolutions. • Define a systematic, efficient and applicable method for categorizing the records and documents. • Design a uniform and systematic nomenclature to be used for storage and retrieval of the records. • Provide sufficient directions to the BLS staff to organize, label their documents to be delivered for storage including the delivery location.
DATCP	Bulk Milk Weigher and Sampler Program	• Revise the Bulk Milk Weigher and Sampler (BMWS) licensing process to reduce cost for BMWS exam proctoring and field evaluations. • Ensure all BMWS license applicants receive an exam and licensing inspection before issuance of a temporary BMWS license. • Streamline the licensing process to increase external and internal customer satisfaction. • Improve Grade A dairy plant survey results by reducing the number of temporary BMWS licensees, licensed BMWS, and Appendix N samplers who are not inspected within the required period.
DATCP	Establish a consistent renewal process for registrations, certifications and licenses	• Standardize the process followed by program staff when reviewing applications for renewal of registrations, certifications and licenses. • Establish and measure baseline expectations for processing applications. • Reduce the amount of time required to renew a registration, certification or license. • Reduce the number of mistakes when verifying required information.
DSPS	Employee Training	• Improve process for training and approvals.

DSPS	Complaint Intake/Screening and Monitoring PAP Processes	• To increase staff productivity and capacity through the improvement of the intake/screening, monitoring/PAP and records process. • Processes have been streamlined and workloads appear to be balancing. A review/audit will be done by May 31, 2013 to assess the success of the project.
DSPS	Paperless Office - Phase 1	• Promote operational effectiveness, a productive use of space, simplified processes and maximize staff resources. • Eliminated 214 file cabinets, 18 bookcases, 144 feet of open shelving.
DSPS	Practice Question Procedure	• Clarify the department's role as a regulatory agency and ensure that all documents interpreting statutes are identified. • A new process for receiving and responding to professional practice questions was put in place.
DSPS	Electronic Plan Review - Phase 2	• Improve the electronic plan review process through an analysis of current processes, procedures and tools.
DSPS	Case Resolution	• Increase stakeholder satisfaction through the improvement of the case resolution process within the Division of Legal Services and Compliance. • Achieved by target date and maintained consistency (52% reduction in pending caseload).
DSPS	Complaint Intake and Screening Process	• Improve operational efficiency and stakeholder satisfaction through the centralization of complaint processing into the Division of Legal Services and Compliance.
DSPS	Document Consistency	• Increase staff productivity, reduce errors, and create consistency in the production of documents by creating quality review processes and forms. • Resulted in a much more comprehensive, review of legal work product along with a reduction in errors. • Reduction in rejected proposed resolutions by professional boards.

Appendix 1: Statutory Charge

2013 Wisconsin Act 20, Section 9101(3s): Study concerning consolidation of the departments of safety and professional services and agriculture, trade and consumer protection.

(a) The department of administration shall conduct a study concerning the consolidation of the functions currently being performed by the departments of safety and professional services and agriculture, trade and consumer protection under a single new agency in the executive branch of state government, to be named the department of agriculture, regulation, and trade.

(b) In conducting the study under paragraph (a), the department of administration shall consult with the departments of safety and professional services and agriculture, trade and consumer protection and with the boards and councils attached to or under those agencies.

(c) In conducting the study under paragraph (a), the department of administration shall consult members of the public who may be affected by the consolidation of the departments of safety and professional services and agriculture, trade and consumer protection and the creation of the department of agriculture, regulation, and trade.

(d) No later than January 1, 2014, the department of administration shall submit a report of its findings from the study conducted under paragraph (a) to the joint committee on finance and, in the manner provided under section 13.172 (3) of the statutes, to the appropriate standing committees of the legislature. That report shall set forth the department of administration's recommendations concerning the proposed consolidation described under paragraph (a). If the department recommends consolidation, the report shall include the department's recommendations concerning all of the following:

1. The organizational structure, programmatic functions, and performance objectives of the department of agriculture, regulation, and trade.

2. Any reduction in staff that may be accomplished as a result of the consolidation of the departments of safety and professional services and agriculture, trade and consumer protection.

3. Any board or council that may be eliminated as a result of the consolidation of the departments of safety and professional services and agriculture, trade and consumer protection.

4. Any adjustment to credentialing fees that may be appropriate and the capability of revenue from credentialing fees to support the operations of the department of agriculture, regulation, and trade.

5. Any function of or program under the departments of safety and professional services and agriculture, trade and consumer protection that should be transferred to an agency other than the newly created department of agriculture, regulation, and trade.

6. Any way to improve the services to be provided by the department of agriculture, regulation, and trade.

(e) If the department of administration recommends consolidation in its report under paragraph (d), the department shall also submit with that report draft legislation that implements, effective July 1, 2015, the department's recommendations made in the report.

Appendix 2: Copy of Generic Outreach Email sent to Survey Respondents

Good morning,

We are contacting you today as we would appreciate your feedback (including feedback from your organizations board and members) about possibly merging the Department of Safety and Professional Services (DSPS) and the Department of Agriculture, Trade and Consumer Protection (DATCP). Your input about how this consolidation may impact you is very valuable to us.

The 2013-15 state budget calls for a study about consolidating these two agencies. DSPS manages the licensing and regulation of professions in health, business and construction trades. They also oversee state building safety codes and provide services related to plan review, permit issuance, building and component inspection, and safety codes. DATCP is responsible for the promotion and regulation of Wisconsin's agriculture industry, including Agriculture Resource Management and Animal Health, as well as the oversight of food safety and consumer protection.

We ask that you complete the survey and forward this email to your members for their response so we can better understand how a potential consolidation may affect you. Your answers and contact information will be kept confidential and will not be used outside of the scope of this survey. All survey results will be tallied for any reporting purposes.

TAKE THE SURVEY – your answers will be kept confidential

Thank you in advance for your participation and input.
Office of Business Development

Note: throughout the survey, you will see the term 'license' which refers to any license, credential, certification, registration or permit. Please view the term to mean the document a state agency issues as a requirement to do business, perform an occupation or specific work activity in the State of Wisconsin.

Appendix 3: Survey Questions

Page 1

State Agency Involvement

My primary purpose for contact with an agency is: Select at least 1 and no more than 6.

- ☐ Obtain or renew an occupational license
- ☐ Register my business
- ☐ Obtain a permit for a specific activity
- ☐ I am a member of a Board or Council affiliated with an Agency
- ☐ I am a Representative of a Trade Association with interests to an Agency
- ☐ Other with significant Agency contact
- ☐ None of the Above

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Background Information

In which county do you reside?

-- None --

To do business in Wisconsin, I have contact with the following agencies: Select at least 1 and no more than 3.

- ☐ Department of Safety and Professional Services (DSPS)
- ☐ Department of Agriculture, Trade and Consumer Protection (DATCP)
- ☐ Other agencies
- ☐ None

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Additional Agencies

Select additional agencies Select no more than 5.

- ☐ Children and Families, Department of
- ☐ Financial Institutions, Department of
- ☐ Health Services, Department of
- ☐ Insurance, Office of the Commissioner of
- ☐ Natural Resources, Department of

- [ ] Public Instruction, Department of
- [ ] Revenue, Department of
- [ ] Workforce Development, Department of
- [ ] Not on list, please specify

Enter Department Name

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Employee Count

In which county is your business located?

-- None --

How many full time people do you employ?

How many part time people do you employ?

Page 5

Profession or Industry

What best represents your profession or industry sector

- [ ] Health Professions
- [ ] Business Professions
- [ ] Trades Professions
- [ ] Manufactured Housing
- [ ] Mixed Martial Arts/Boxing

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Trade Professions

Select category.

- [ ] Fire Sprinkler
- [ ] Blasting
- [ ] Dwellings, Structures, Sites
- [ ] Conveyance
- [ ] Mechanical
- [ ] Electrical

☐ Plumbing ☐ Inspection

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Agriculture/Food Industry Professions

Select license

- ☐ No license or permit required
- ☐ Animal Control Facility (eff. 6/1/2011)
- ☐ Animal Dealer License
- ☐ Animal Food Processor License
- ☐ Animal Import Permit (certain animals)
- ☐ Animal Market License
- ☐ Animal Shelter (eff. 6/1/2011)
- ☐ Animal Transport Vehicle (animal dealers, markets and truckers)
- ☐ Animal Trucker License
- ☐ Animals Diseased; Permit to Move
- ☐ Apiary Inspection Certificate; Interstate Movement
- ☐ Bulk Milk Tanker; Grade A Permit
- ☐ Bulk Milk Tanker; License to Operate
- ☐ Bulk Milk Weigher and Sampler License
- ☐ Butter Grader License
- ☐ Buttermaker License
- ☐ Cattle and Bison; Import Permit
- ☐ Cattle/Goats; Johne's Disease Herd Classification
- ☐ Cattle; Burcellosis-Free Herd Certification
- ☐ Cattle; Johne's Disease Vaccination Approval
- ☐ Cattle; Tuberculosis-Free Herd Certificate
- ☐ Cheese Grader License
- ☐ Cheese Logo (Wisconsin); Permit to Use
- ☐ Cheesemaker License
- ☐ Christmas Tree Grower License
- ☐ Dairy Farm; Grade A Permit
- ☐ Dairy Farm; Milk Producer License
- ☐ Dairy Plant - Grade A BMT Cleaning Facility
- ☐ Dairy Plant License

- ☐ Dairy Plant; Grade A Permit
- ☐ Dating Service
- ☐ Dead Animal Collector License
- ☐ Dead Animals; Carcass Dealer Registration
- ☐ Dead Animals; Transport Vehicle Permit
- ☐ Deer and Elk (Farm-Raised); Brucellosis Free Herd
- ☐ Deer and Elk (Farm-Raised); CWD Herd Status Program
- ☐ Deer and Elk (Farm-Raised); Herd Registration
- ☐ Deer and Elk (Farm-Raised); Hunting Preserve Registration Certificate
- ☐ Deer and Elk (Farm-Raised); TB Accredited Free Certification
- ☐ Deer and Elk (Farm-Raised); TB Qualified Herd Certification
- ☐ Deer and Elk; Import Permit
- ☐ Dog Breeder (eff. 6/1/2011)
- ☐ Dog Breeding Facility (eff. 6/1/2011)
- ☐ Dog Dealer (eff. 6/1/2010)
- ☐ Dog Dealer; Out-of-State (eff. 6/1/2011)
- ☐ Equine Quarantine Station; Permit
- ☐ Feed (Commercial); License to Manufacture or Distrubute
- ☐ Feedlot (Approved Import Feedlot); Permit
- ☐ Fertilizer Product <24% NPK; Permit
- ☐ Fertilizer; License to Manufacture or Distribute
- ☐ Fish Farm Registration
- ☐ Fish Import Permit
- ☐ Fitness Center
- ☐ Food Marketing Permit (temporary permit for non-conforming label)
- ☐ Food or Farm Product Grader; License
- ☐ Food Processing Plant License (Wholesale)
- ☐ Food Retail Inspection; Agent County or Municipality
- ☐ Food Retail License
- ☐ Food Warehouse License
- ☐ Fur Farm
- ☐ Future Service Plan (Buyers Club)
- ☐ Ginseng Grower and Dealer Registration
- ☐ Goats; Burcellosis-Free Herd Certificate
- ☐ Goats; Tuberculosis-Free Herd Certificate
- ☐ Grain Dealer License

- ☐ Grain Warehouse Keeper License
- ☐ Grease Processor License
- ☐ Honey Producer - Certified
- ☐ Humane Officer Certification
- ☐ Industry Bulk Milk Truck / Tanker Inspector - Appointed
- ☐ Laboratory Analyst Certification (Dairy, Food and Water Labs)
- ☐ Laboratory Certification (Dairy, Food and Water Labs)
- ☐ Laboratory; Milk Screening Test Approval
- ☐ Landspreading Permit; Soils Containing Spilled Agrichemicals
- ☐ Liming Materials; Approval to Sell by Volume
- ☐ Liming Materials; License to Sell
- ☐ Livestock Premises Registration
- ☐ Livestock; Brand Registration
- ☐ Livestock; Permit to Move from Slaughter
- ☐ Maple Sap Processor Registration
- ☐ Meat Broker or Distributor Registration
- ☐ Meat Establishment License
- ☐ Meat; Mobile Slaughter or Processing; Registration Certificate
- ☐ Milk and Cream Tester License
- ☐ Milk Contractor License
- ☐ Milk Distributor License
- ☐ Mobile Air Conditioners; repair or Service Business; Registration
- ☐ Mobile Air Conditioners; Technician Registration
- ☐ Nursery Dealer License
- ☐ Nursery Grower License
- ☐ Pasteurizer Operator -- not a license or permit
- ☐ Pesticide Applicator Certification; Commercial
- ☐ Pesticide Applicator Certification; Private
- ☐ Pesticide Commercial Application Business License
- ☐ Pesticide Commercial Applicator (Individual) License
- ☐ Pesticide Dealer-Distributor License
- ☐ Pesticide Emergency Use Permit
- ☐ Pesticide Experimental Use Permit
- ☐ Pesticide Manufacturer & Labeler License
- ☐ Pesticide Special Local Need Registration
- ☐ Pesticide Special Use Permit

- [ ] Plant Health (Phyto Sanitary) Certificate
- [ ] Plant Pest (or Biological Control Agent); Permit to Move or Release
- [ ] Poultry; Certified Pullorum Tester (National Poultry Improvement Plan)
- [ ] Poultry; Disease-Free Flock Certification (National Poultry Improvement Plan)
- [ ] Poultry; Wisconsin Associate Flock Certification
- [ ] Poultry; Wisconsin Tested Flock Certification
- [ ] Public Warehouse Keeper License
- [ ] Renderer License
- [ ] Seed Labeler License
- [ ] Sheep; Brucella Ovis-Free Certificate
- [ ] Soil and Plant Additive; License to Sell
- [ ] Soil and Plant Additive; Product Permit
- [ ] Swine; Brucellosis-Free Herd Certificate
- [ ] Swine; Pseudorabies - Monitored Herd Certification
- [ ] Swine; Pseudorabies Qualified Negative Grow-Out Herd Certification
- [ ] Swine; Pseudorabies Vaccination Permit
- [ ] Swing; Pseudorabies Qualified Negative Herd Certification
- [ ] Telephone Solicitors Registration (Wisconsin "No Call" Program)
- [ ] Time-Share Seller; Security Requirement
- [ ] Vegetable Contractor License
- [ ] Veternarian; Certification to Perform Official Disease Control Functions
- [ ] Weather Modification License
- [ ] Weather Modification Project Permit
- [ ] Weight Reduction Center; Security Requirement
- [ ] Weights and Measures; Liquid Fuel Vehicle Tank Meter License
- [ ] Weights and Measures; LP Gas Meter License
- [ ] Weights and Measures; Service Company License
- [ ] Weights and Measures; Service Technician Registration
- [ ] Weights and Measures; Vehicle or Livestock Scale Permit
- [ ] Weights and Meausres; Vehicle Scale Operator License

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Boxing and Mixed Martial Arts

Select license

- ☐ Boxing Contestant
- ☐ Boxing or Mixed Martial Arts Judge
- ☐ Boxing or Mixed Martial Arts Promoter
- ☐ Boxing or Mixed Martial Arts Referee
- ☐ Boxing or Mixed Martial Arts Ringside Physician
- ☐ Boxing or Mixed Martial Arts Timekeeper
- ☐ Mixed Martial Arts Contestant

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Business Professions

Select license

- ☐ Accountant, Certified Public
- ☐ Accounting Corporation or Establishment
- ☐ Aesthetician
- ☐ Aesthetics Establishment
- ☐ Aesthetics Instructor
- ☐ Aesthetics School
- ☐ Appraiser, Certified General
- ☐ Appraiser, Certified Residential
- ☐ Appraiser, Licensed
- ☐ Architect
- ☐ Athlete Agent
- ☐ Auction Company
- ☐ Auctioneer
- ☐ Barber
- ☐ Barbering Apprentice
- ☐ Barbering Establishment
- ☐ Barbering Instructor
- ☐ Barbering Manager
- ☐ Barbering School
- ☐ Cemetery Authority (Licensed)
- ☐ Cemetery Authority (Registered)
- ☐ Cemetery Preneed Seller
- ☐ Cemetery Salesperson

- ☐ Certificate of Authorization: Architectural, Engineering or Designer of Engineering Systems Corp.
- ☐ Certificate of Authorization: Geology, Hydrology or Soil Science Corp.
- ☐ Certified General Appraiser
- ☐ Certified Public Accountant
- ☐ Certified Residential Appraiser
- ☐ Charitable Organizations
- ☐ Cosmetology Apprentice
- ☐ Cosmetology Establishment
- ☐ Cosmetology Instructor
- ☐ Cosmetology Manager
- ☐ Cosmetology Practitioner
- ☐ Cosmetology School
- ☐ Crematory Authority
- ☐ Designer of Engineering Systems
- ☐ Electrologist
- ☐ Electrology Establishment
- ☐ Electrology Instructor
- ☐ Electrology School
- ☐ Engineer, Professional
- ☐ Firearms Certifier
- ☐ Firearms Permit
- ☐ Fund-Raising Counsel
- ☐ Funeral Director
- ☐ Funeral Establishment
- ☐ Geologist
- ☐ Home Inspector
- ☐ Hydrologist
- ☐ Interior Designer
- ☐ Juvenile Martial Arts Instructor
- ☐ Land Surveyor
- ☐ Landscape Architect
- ☐ Licensed Appraiser
- ☐ Manicuring Establishment
- ☐ Manicuring Instructor
- ☐ Manicuring School
- ☐ Manicurist

- [ ] Nursing Home Administrator
- [ ] Peddler
- [ ] Private Detective
- [ ] Private Detective/Security Guard Agency
- [ ] Private Security Permit
- [ ] Professional Employer Group
- [ ] Professional Employer Organization
- [ ] Professional Engineer
- [ ] Professional Fund Raiser
- [ ] Real Estate Broker
- [ ] Real Estate Business Entity
- [ ] Real Estate Salesperson
- [ ] Real Estate Salesperson Apprentice
- [ ] Soil Scientist
- [ ] Timeshare Salesperson
- [ ] Warehouse for Cemetery Merchandise

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Health Professions

Select license

- [ ] Acupuncturist
- [ ] Advanced Practice Nurse Prescriber
- [ ] Anesthesiologist Assistant
- [ ] Art Therapist
- [ ] Athletic Trainer
- [ ] Audiologist
- [ ] Behavior Analyst
- [ ] Chiropractic Radiological Technician
- [ ] Chiropractic Technician
- [ ] Chiropractor
- [ ] Clinical Substance Abuse Counselor
- [ ] Clinical Supervisor In Training
- [ ] Controlled Substances Special Use Authorization
- [ ] Dance Therapist

- ☐ Dental Hygienist
- ☐ Dentist
- ☐ Dietitian
- ☐ Drug or Device Manufacturer
- ☐ Hearing Instrument Specialist
- ☐ Independent Clinical Supervisor
- ☐ Intermediate Clinical Supervisor
- ☐ Licensed Midwives
- ☐ Licensed Practical Nurse
- ☐ Licensed Radiographer
- ☐ Limited X-Ray Machine Operator Permit
- ☐ Marriage and Family Therapist
- ☐ Massage Therapist or Bodywork Therapist
- ☐ Music Therapist
- ☐ Nurse - Midwife
- ☐ Occupational Therapist
- ☐ Occupational Therapy Assistant
- ☐ Optometrist
- ☐ Perfusionist
- ☐ Pharmacist
- ☐ Pharmacy (In State)
- ☐ Pharmacy (Out of State)
- ☐ Physical Therapist
- ☐ Physical Therapist Assistant
- ☐ Physician Assistant
- ☐ Physician
- ☐ Podiatrist
- ☐ Prevention Specialist
- ☐ Prevention Specialist in Training
- ☐ Private Pract. School Psychologist
- ☐ Professional Counselor
- ☐ Psychologist
- ☐ Registered Nurse
- ☐ Registered Sanitarian
- ☐ Respiratory Care Practitioner
- ☐ Sign Language Interpreter

- [ ] Sign Language Interpreter (Restricted)
- [ ] Social Worker
- [ ] Social Worker - Advanced Practice
- [ ] Social Worker - Independent
- [ ] Social Worker - Licensed Clinical
- [ ] Social Worker - Training Certificate
- [ ] Speech-Language Pathologist
- [ ] Substance Abuse Counselor
- [ ] Substance Abuse Counselor in Training
- [ ] Veterinarian
- [ ] Veterinary Technician
- [ ] Wholesale Distributor of Prescription Drugs

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Manufactured Homes

Select license

- [ ] Manufactured Home Dealer
- [ ] Manufactured Home Installer
- [ ] Manufactured Home Manufacturer
- [ ] Manufactured Home Salesperson
- [ ] Manufactured Home Title
- [ ] Manufactured Home Community

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Trades Professions - Fire Sprinkler

Select license

- [ ] Automatic Fire Sprinkler Contractor
- [ ] Automatic Fire Sprinkler Contractor – Maintenance
- [ ] Automatic Fire Sprinkler Fitter – Maintenance
- [ ] Automatic Fire Sprinkler System Apprentice
- [ ] Automatic Fire Sprinkler System Tester
- [ ] Automatic Fire Sprinkler System Tester Learner
- [ ] Journeyman Automatic Fire Sprinkler Fitter

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Trades Professions - Blasting and Fireworks

Select license

- ☐ Blaster Class 1
- ☐ Blaster Class 2
- ☐ Blaster Class 3
- ☐ Blaster Class 4
- ☐ Blaster Class 5
- ☐ Blaster Class 6
- ☐ Blaster Class 7
- ☐ Fireworks Manufacturer

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Trades Professions - Conveyances

Select license

- ☐ Elevator Apprentice
- ☐ Elevator Apprentice – Restricted
- ☐ Elevator Contractor
- ☐ Elevator Helper
- ☐ Elevator Mechanic
- ☐ Elevator Mechanic – Restricted
- ☐ Lift Apprentice
- ☐ Lift Helper
- ☐ Lift Mechanic

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Trades Professions - Dwellings, Structures and Sites

Select license

- ☐ Dwelling Contractor
- ☐ Dwelling Contractor – Restricted
- ☐ Dwelling Contractor Qualifier

- [ ] Manufactured Home Installer
- [ ] Manufactured Home Manufacturer
- [ ] Manufactured Home Salesperson
- [ ] Soil Tester
- [ ] Weld Test Conductor
- [ ] Welder

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Trades Professions - Electrical

Select license

- [ ] Beginner Electrician
- [ ] Electrical Apprentice
- [ ] Electrical Contractor
- [ ] Industrial Electrical Apprentice
- [ ] Industrial Journeyman Electrician License
- [ ] Journeyman Electrician
- [ ] Master Electrician
- [ ] Residential Electrical Apprentice
- [ ] Residential Journeyman Electrician License
- [ ] Residential Master Electrician License

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Trades Professions - Inspection

Select license

- [ ] Boiler/Pressure Vessel Inspector
- [ ] Commercial Building Inspector
- [ ] Commercial Electrical Inspector
- [ ] Commercial Plumbing Inspector
- [ ] Elevator Inspector
- [ ] POWTS Inspector
- [ ] Rental Weatherization Inspector
- [ ] Soil Erosion Inspector
- [ ] Tank System Inspector

- [ ] UDC Construction Inspector
- [ ] UDC Electrical Inspector
- [ ] UDC HVAC Inspector
- [ ] UDC Inspection Agency
- [ ] UDC Plumbing Inspector

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Trades Professions - Mechanical

Select license

- [ ] HVAC Contractor
- [ ] HVAC Qualifier
- [ ] Liquefied Gas Supplier
- [ ] Liquefied Gas Supplier – Restricted
- [ ] Refrigerant Handling Technician

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Trades Professions - Plumbing

Select license

- [ ] Cross Connection Control Tester
- [ ] Journeyman Plumber
- [ ] Journeyman Plumber Restricted Appliance
- [ ] Journeyman Plumber Restricted Service
- [ ] Master Plumber
- [ ] Master Plumber Restricted Appliance
- [ ] Master Plumber Restricted Service
- [ ] Pipelayer
- [ ] Plumbing Apprentice
- [ ] Plumbing Learner Restricted Appliance
- [ ] Plumbing Learner Restricted Service
- [ ] POWTS Maintainer
- [ ] Utility Contractor

The following questions were asked about each of the following agencies:
Department of Agriculture, Trade and Consumer Protection
Department of Safety and Professional Services
Department of Children and Families
Department of Financial Institutions
Department of Health Services
Office of the Commissioner of Insurance
Department of Natural Resources
Department of Revenue
Department of Workforce Development
Other Agencies

Respondents were only asked these questions about an agency if they identified the agency as one they interacted with to do business.

Answer only those questions that apply to you

How would you rate your overall experience with the agency?

- ○ Very Poor
- ○ Poor
- ○ Average
- ○ Good
- ○ Very Good
- ○ No opinion/unsure

How would you rate the licensing process?

- ○ Very Poor
- ○ Poor
- ○ Average
- ○ Good
- ○ Very Good
- ○ No opinion/unsure

After submitting your application, what length of time did you wait for your license? Select no more than 1.

- ☐ 3 or less business days
- ☐ 4 - 7 business days
- ☐ 8 - 29 business days
- ☐ 30 days or longer

How satisfied are you with the time it takes to receive your license after you apply?

- ○ Very dissatisfied
- ○ Somewhat dissatisfied
- ○ No opinion
- ○ Somewhat satisfied
- ○ Very satisfied

As a license holder, how do you stay up-to-date on changes in state law as it relates to your industry? Select no more than 1.

- [ ] Membership Association
- [ ] State Agency
- [ ] None of the above
- [ ] Other, please specify

How much value do you believe there is relative to fees paid to be a license holder?

- ○ Good Value
- ○ Some Value
- ○ Not Sure
- ○ Minimal Value
- ○ No Value

How frequently, if at all, should you be required to renew your license?Select no more than 1.

- [ ] Leave as is
- [ ] Renew more frequently
- [ ] Renew less frequently
- [ ] Do not require renewal at all

What is your opinion of the continuing education (CE) requirements, if any, for your license?Select no more than 1.

- [ ] No CE is required now
- [ ] Ok as is
- [ ] Reduce the CE requirement
- [ ] Increase the CE requirement
- [ ] Do not require CE
- [ ] Additional comments on CE
- [ ] No opinion

Enter additional comments:

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How would you improve your experience

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How would you improve your experience with the licensing process

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Consolidation Input

Do you believe there should be one agency responsible solely for Agriculture and food saftey in Wisconsin?Select at least 1 and no more than 1.

- ☐ Definitely Yes
- ☐ Probably Yes
- ☐ Not Sure
- ☐ Probably No
- ☐ Definitely No

Do you believe there should be one agency responsible for all licensing and permitting in Wisconsin?Select at least 1 and no more than 1.

- ☐ Definitely Yes
- ☐ Probably Yes
- ☐ Not Sure
- ☐ Probably No
- ☐ Definitely No

If Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection were consolidated how do you think the focus of the new agency might change the current functions such as agriculture, food safety, consumer protection, building plan review and professional licensing?

- ☐ Reduce focus
- ☐ Stay the same
- ☐ Increase focus
- ☐ Unsure

How do you believe a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would affect the services to you as a license holder?

- [ ] Greatly reduce service
- [ ] Reduce service somewhat
- [ ] Not sure
- [ ] Improve service somewhat
- [ ] Greatly improve service

Do you believe that consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection will result in savings?

- [ ] Definitely Yes
- [ ] Probably Yes
- [ ] Not Sure
- [ ] Probably No
- [ ] Definitely No

If consolidation results in lower costs to the agency, how would you want the savings used?

- [ ] Return savings to taxpayers
- [ ] Use savings to reduce license fees
- [ ] Invest savings to provide better service
- [ ] Other, please specify

If no savings were found from a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would you support the general concept of consolidation?

- [ ] Definitely Yes
- [ ] Probably Yes
- [ ] Not Sure
- [ ] Probably No
- [ ] Definitely No

Please use the space below to provide additional comments

Appendix 4: Respondent Demographics

Table 1: Total Respondents by County

County	Respondents	Percentage	County	Respondents	Percentage
None Indicated	8,340	33.4%	Marathon	405	1.6%
Adams	54	0.2%	Marinette	105	0.4%
Ashland	48	0.2%	Marquette	38	0.2%
Barron	115	0.5%	Menominee	2	0.0%
Bayfield	57	0.2%	Milwaukee	2,102	8.4%
Brown	687	2.8%	Monroe	108	0.4%
Buffalo	34	0.1%	Oconto	105	0.4%
Burnett	43	0.2%	Oneida	144	0.6%
Calumet	133	0.5%	Outagamie	443	1.8%
Chippewa	209	0.8%	Ozaukee	342	1.4%
Clark	62	0.2%	Pepin	26	0.1%
Columbia	188	0.8%	Pierce	67	0.3%
Crawford	55	0.2%	Polk	93	0.4%
Dane	2,518	10.1%	Portage	186	0.7%
Dodge	225	0.9%	Price	51	0.2%
Door	117	0.5%	Racine	422	1.7%
Douglas	103	0.4%	Richland	64	0.3%
Dunn	119	0.5%	Rock	348	1.4%
Eau Claire	362	1.5%	Rusk	24	0.1%
Florence	10	0.0%	Saint Croix	204	0.8%
Fond du Lac	308	1.2%	Sauk	190	0.8%
Forest	15	0.1%	Sawyer	58	0.2%
Grant	117	0.5%	Shawano	83	0.3%
Green	150	0.6%	Sheboygan	289	1.2%
Green Lake	57	0.2%	Taylor	41	0.2%
Iowa	79	0.3%	Trempealeau	66	0.3%
Iron	23	0.1%	Vernon	73	0.3%
Jackson	46	0.2%	Vilas	86	0.3%
Jefferson	239	1.0%	Walworth	246	1.0%
Juneau	49	0.2%	Washburn	62	0.2%
Kenosha	284	1.1%	Washington	437	1.8%
Kewaunee	61	0.2%	Waukesha	1,468	5.9%
La Crosse	409	1.6%	Waupaca	132	0.5%
Lafayette	50	0.2%	Waushara	58	0.2%
Langlade	59	0.2%	Winnebago	436	1.7%
Lincoln	66	0.3%	Wood	237	0.95%
Manitowoc	217	0.9%			
Counties Represented		**72**			
Total Respondents		**24,949**			

Table 2: Respondents by Profession		
Profession	**Respondents**	**Percent of Total**
Health Professions	9,838	39.4%
No Response	7,451	29.9%
Business Professions	5,194	20.8%
Trades Professions	1,920	7.7%
Manufactured Housing	21	0.1%
Mixed Martial Arts/Boxing	14	0.1%
Subtotal	*24,438*	*98.0%*
More than One Response		
Business Professions; Trades Professions	210	0.8%
Health Professions; Business Professions	187	0.7%
Health Professions; Trades Professions	61	0.2%
Health Professions; Business Professions; Trades Professions	28	0.1%
Business Professions; Trades Professions; Manufactured Housing	9	0.0%
Trades Professions; Manufactured Housing	9	0.0%
Business Professions; Manufactured Housing	4	0.0%
Business Professions; Trades Professions; Mixed Martial Arts/Boxing	1	0.0%
Health Professions; Business Professions; Trades Professions; Manufactured Housing; Mixed Martial Arts/Boxing	1	0.0%
Health Professions; Mixed Martial Arts/Boxing	1	0.0%
Subtotal	511	2.1%
Grand Total	***24,949***	***100.0%***

Table 3: Respondents by Reason for Agency Contact

Reason for Contact	Respondents	Percent of Total
Obtain or renew an occupational license	16,921	65.5%
None of the Above	2,880	11.1%
Obtain or renew an occupational license; Register my business	1,162	4.5%
Obtain or renew an occupational license; Obtain a permit for a specific activity	611	2.4%
Obtain or renew an occupational license; Register my business; Obtain a permit for a specific activity	503	1.9%
Other with significant Agency contact	462	1.8%
Obtain a permit for a specific activity	384	1.5%
Register my business	355	1.4%
Obtain or renew an occupational license; Other with significant Agency contact	314	1.2%
I am a member of a Board or Council affiliated with an Agency	246	1.0%
I am a Representative of a Trade Association with interests to an Agency	207	0.8%
Multiple Responses - Other	904	3.5%
Grand Total	**24,949**	**100.0%**

Table 4: Respondents by Source of Survey Contact

Source of Contact	Respondents	Percent of Total
License Holders	23,438	93.9%
Other via Office of Business Development	497	2.0%
DSPS Stakeholders	336	1.3%
Legislature	173	0.7%
Boards and Councils	147	0.6%
DOA/Wisconsin Website	128	0.5%
Not Available	39	0.2%
Chamber via Office of Business Development	33	0.1%
Bus Development via Office of Business Development	20	0.1%
DATCP Lists	12	0.0%
DSPS Lists	8	0.0%
Lt Governor Lists	2	0.0%
Cooperative Network	1	0.0%
Grand Total	**24,949**	**100.0%**

Table 5: Categorized responses to the question: How many full time people do you employ?		**Categorized responses to the question: How many part time people do you employ?**	
Employees	**Respondents**	**Employees**	**Respondents**
Zero	573	Zero	980
Between 1-10 Employees	1,063	Between 1-10 Employees	829
Between 11-50 Employees	224	Between 11-50 Employees	91
Between 51-100 Employees	53	Between 51-100 Employees	10
Between 101-1000 Employees	51	Between 100-1000 Employees	26
Over 1001 Employees	10	Over 1001 Employees	2
Subtotal	*1,974*	*Subtotal*	*1,938*
No response	22,975	No response	23,011
Total	**24,949**	**Total**	**24,949**

Appendix 5: Complete Survey Responses - DATCP and DSPS

Table 1: Do you believe there should be one agency responsible for all licensing and permitting in Wisconsin?		
Response	**Respondents**	**Percentage**
No Response	4,247	17.0%
Definitely No	1,408	5.6%
Probably No	1,968	7.9%
Not Sure	2,917	11.7%
Probably Yes	5,861	23.5%
Definitely Yes	8,548	34.3%
Total Respondents	24,949	100.0%

Table 2: Do you believe there should be one agency responsible solely for Agriculture and food safety in Wisconsin?		
Response	**Respondents**	**Percentage**
No Response	4,248	17.0%
Definitely No	875	3.5%
Probably No	1,177	4.7%
Not Sure	4,377	17.5%
Probably Yes	5,855	23.5%
Definitely Yes	8,417	33.7%
Total Respondents	24,949	100.0%

Table 3: How do you believe a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would affect the services to you as a license holder?		
Response	**Respondents**	**Percentage**
No Response	4,430	17.8%
Greatly improve service	192	0.8%
Improve service somewhat	760	3.0%
Not sure	8,308	33.3%
Reduce service somewhat	6,270	25.1%
Greatly reduce service	4,989	20.0%
Total Respondents	24,949	100.0%

Table 4: Do you believe that consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection will result in savings?		
Response	**Respondents**	**Percentage**
No Response	4,352	17.4%
Definitely No	1,401	5.6%
Probably No	5,319	21.3%
Not Sure	6,245	25.0%
Probably Yes	6,209	24.9%
Definitely Yes	1,423	5.7%
Total Respondents	24,949	100.0%

Table 5: If no savings were found from a consolidation of Department of Safety and Professional Services and Department of Agriculture, Trade and Consumer Protection would you support the general concept of consolidation?		
Response	**Respondents**	**Percentage**
No Response	4,375	17.5%
Definitely No	7,191	28.8%
Probably No	6,614	26.5%
Not Sure	3,532	14.2%
Probably Yes	2,364	9.5%
Definitely Yes	873	3.5%
Total Respondents	24,949	0.0%

Performance Evaluation Questions – DATCP

DATCP - How would you rate your overall experience with the agency?		
Very Good	309	19.9%
Good	562	36.2%
Average	436	28.1%
Poor	53	3.4%
Very Poor	24	1.5%
No opinion/unsure	169	10.9%
Total	**1,553**	**100%**
Not Asked/No Response	23,396	

DATCP - How would you rate the licensing process?		
Very Good	228	15.0%
Good	510	33.6%
Average	413	27.2%
Poor	65	4.3%
Very Poor	17	1.1%
No opinion/unsure	285	18.8%
Total	**1,518**	**100%**
Not Asked/No Response	23,431	

DATCP - After submitting your application, what length of time did you wait for your license?		
3 or less business days	202	16.7%
4 - 7 business days	421	34.9%
8 - 29 business days	468	38.8%
30 days or longer	115	9.5%
Total	**1,206**	**100%**
Not Asked/No Response	23,743	

DATCP How satisfied are you with the time it takes to receive your license after you apply?		
Very satisfied	385	28.5%
Somewhat satisfied	364	26.9%
No opinion	449	33.2%
Somewhat dissatisfied	100	7.4%
Very dissatisfied	53	3.9%
Total	**1,351**	**100%**
Not Asked/No Response	23,598	

DATCP - How much value do you believe there is relative to fees paid to be a license holder?		
Good Value	253	18.3%
Some Value	373	26.9%
Not Sure	367	26.5%
Minimal Value	305	22.0%
No Value	87	6.3%
Total	**1,385**	**100%**
Not Asked/No Response	23,564	

DATCP - How frequently, if at all, should you be required to renew your license?		
Renew more frequently	13	1.0%
Leave as is	805	59.7%
Renew less frequently	427	31.7%
Do not require renewal at all	104	7.7%
Total	**1,349**	**100%**
Not Asked/No Response	23,600	

DATCP - What is your opinion of the continuing education requirements, if any, for your license?		
Increase the CE requirement	75	5.5%
Ok as is	710	51.6%
No CE is required now	184	13.4%
No opinion	110	8.0%
Reduce the CE requirement	161	11.7%
Do not require CE	93	6.8%
Other	43	3.1%
Total	**1,376**	**100%**
Not Asked/No Response	23,573	

Performance Evaluation Questions – DSPS

DSPS - How would you rate your overall experience with the agency?		
Very Good	3,986	24.2%
Good	6,850	41.6%
Average	4,047	24.6%
Poor	626	3.8%
Very Poor	184	1.1%
No opinion/unsure	772	4.7%
Total	**16,465**	**100%**
Not Asked/No Response	8,484	

DSPS - How would you rate the licensing process?		
Very Good	4,320	26.4%
Good	6,699	40.9%
Average	4,007	24.5%
Poor	783	4.8%
Very Poor	188	1.1%
No opinion/unsure	385	2.4%
Total	**16,382**	**100%**
Not Asked/No Response	8,567	

DSPS - After submitting your application, what length of time did you wait for your license?		
3 or less business days	3,557	22.8%
4 - 7 business days	4,885	31.3%
8 - 29 business days	5,358	34.3%
30 days or longer	1,830	11.7%
Total	**15,630**	**100%**
Not Asked/No Response	9,319	

DSPS - How satisfied are you with the time it takes to receive your license after you apply?		
Very satisfied	6,489	40.5%
Somewhat satisfied	4,154	26.0%
No opinion	3,236	20.2%
Somewhat dissatisfied	1,414	8.8%
Very dissatisfied	713	4.5%
Total	**16,006**	**100%**
Not Asked/No Response	8,943	

DSPS - How much value do you believe there is relative to fees paid to be a license holder?		
Good Value	3,790	23.3%
Some Value	4,502	27.7%
Not Sure	3,722	22.9%
Minimal Value	3,516	21.6%
No Value	726	4.5%
Total	**16,256**	**100%**
Not Asked/No Response	8,693	

DSPS - How frequently, if at all, should you be required to renew your license?		
Renew more frequently	111	0.7%
Leave as is	9,981	60.9%
Renew less frequently	5,548	33.9%
Do not require renewal at all	737	4.5%
Total	**16,377**	**100%**
Not Asked/No Response	8,572	

DSPS - What is your opinion of the continuing education requirements, if any, for your license?		
Increase the CE requirement	864	5.3%
Ok as is	8,844	53.9%
No CE is required now	2,388	14.6%
No opinion	588	3.6%
Reduce the CE requirement	1,780	10.9%
Do not require CE	1,131	6.9%
Other	798	4.9%
Total	**16,393**	**100%**
Not Asked/No Response	8,556	

Appendix 6: List of Stakeholder Groups Contacted

DATCP Groups

Number	Organization
1.	211 (Badger Bay Management Co.)
2.	ABS Global, Inc.
3.	AgrAbility of Wisconsin
4.	Alta Genetics
5.	Babcock Institute
6.	Bioforward
7.	Bull Studs Emergency Management, Accelerated Genetics
8.	Capitol Consultants, Inc.
9.	Capitol Strategies
10.	Center for Dairy Profitability
11.	Center for Integrated Agricultural Systems (CIAS)
12.	Chippewa County Economic Development Corporation
13.	Concerned Auto Recyclers of WI
14.	Cooperative Network Association
15.	Dairy Business Assn
16.	Dane County Farmers Market
17.	Daybreak Foods
18.	Department of Health
19.	Department of Natural Resources
20.	Department of Public Instruction
21.	DeWitt, Ross & Stevens
22.	Discover Mediaworks
23.	Easter Seals Wisconsin
24.	Equity Cooperative Livestock Sales Association
25.	ExxonMobil Refining and Supply Company
26.	FairShare CSA Coalition
27.	Farley Center for Peace, Justice & Sustainability
28.	Focus on energy
29.	Fondy food Center
30.	Food and Beverage Milwaukee
31.	Food Export Association of the Midwest
32.	Genex
33.	Ginseng Board of Wisconsin
34.	GLCI Steering Committee/NRCS
35.	Gold'n Plump Poultry
36.	Gorst Valley Hops
37.	GrassWorks
38.	Great Lakes Farm to School Network
39.	Green County Beef Producers

40.	Growing Power
41.	Growmark
42.	Health First Wisconsin
43.	Hmong Wisconsin Chamber of Commerce
44.	Indianhead Food Service Distribution
45.	Indianhead Polled Hereford Association
46.	Indianhead Sheep Breeders Association
47.	International Society of Weighing and Measuring
48.	Jennie-O Turkey Store, Inc.
49.	Kettle Moraine Mink Breeders
50.	MacFarlane Pheasants, Inc.
51.	Madison Area Community Supported Agriculture
52.	Madison International Trade Association
53.	Madison Region Economic Development Partnership
54.	Marathon Petroleum
55.	Master Meat Crafter Program
56.	McKay Nursery
57.	Michael Best & Friedrich LLP
58.	Michael Fields Agriculture Institute
59.	Midwest Food Processors Association
60.	Midwest Grocers Association
61.	Midwest Organic and Sustainable Education Service
62.	Midwest Organic Services Association
63.	Midwest Pickle Association
64.	Midwest Pinzgauer Association
65.	Milwaukee International Trade Association
66.	New North, Inc.
67.	NFO - Wisconsin
68.	Organic Advisory Council
69.	Organic Valley
70.	Professional Dairy Producers of WI
71.	REAP Food Group
72.	Reindeer Owners & Breeders Association (R.O.B.A.)
73.	SE Wisconsin Farm and Food Network
74.	Sexing Technologies Inc.
75.	Small Business Development Center - Milwaukee
76.	Southwest Badger Resource Conservation & Development Council
77.	Spring Rose Growers Cooperative
78.	Syngenta
79.	The Welch Group
80.	Transform WI
81.	U.S. Commercial Service Midwest

82.	U.S. Small Business Administration-Madison
83.	USDA Rural Development
84.	UW Cooperative Extension
85.	UW Extension
86.	UW Extension – Emergency Management
87.	UW Madison - CALS
88.	UW Madison - Center for Integrated Agricultural Systems
89.	UW Madison -West Madison Ag. Research Station
90.	UW River Falls
91.	UW Superior
92.	UW-Madison Animal Science Dept.
93.	UW-Madison Food Science
94.	UW-River Falls Animal Science Dept.
95.	WAGA, WATA, WBGA, WFVG
96.	Whitetails of Wisconsin (W.O.W.)
97.	WI/MN Petroleum Council
98.	Wisconsin Agribusiness Council
99.	Wisconsin Agricultural Tourism Association
100.	Wisconsin Agri-Service Assoc.
101.	Wisconsin AgroSecurity Resource Network
102.	Wisconsin Airport Management Association
103.	Wisconsin Angus Association
104.	Wisconsin Apple Growers Association
105.	Wisconsin Aquaculture Association, Inc.
106.	Wisconsin Association of Fairs
107.	Wisconsin Association of FFA
108.	Wisconsin Association of Meat Processors
109.	Wisconsin Association of Professional Agricultural Consultants
110.	Wisconsin Automobile & Truck Dealers Association Inc.
111.	Wisconsin Automotive Aftermarket Association
112.	Wisconsin Bakers Association Inc.
113.	Wisconsin Beef Council
114.	Wisconsin Berry Growers Association
115.	Wisconsin Cattlemen’s Assn
116.	Wisconsin Cattlemen's Association
117.	Wisconsin Center for Dairy Research
118.	Wisconsin Cheese Makers Assn
119.	Wisconsin Cherry Board
120.	Wisconsin Cherry Growers Inc.
121.	Wisconsin Christmas Tree Producers Association
122.	Wisconsin Commercial Deer & Elk Farmers Association
123.	Wisconsin Commercial Flower Growers Association

124.	Wisconsin Corn Growers Assn
125.	Wisconsin Corn Promotion Board
126.	Wisconsin Cranberry Board
127.	Wisconsin Cranberry Growers Association
128.	Wisconsin Dairy Artisan Network
129.	Wisconsin Dairy Products Association
130.	Wisconsin Economic Development Corporation
131.	Wisconsin Emu Association
132.	Wisconsin Farm Bureau Federation
133.	Wisconsin Farm Service Agency
134.	Wisconsin Farmers Union
135.	Wisconsin Fire Chief's Association
136.	Wisconsin Fire Inspectors Association
137.	Wisconsin Food Hub Cooperative
138.	Wisconsin Foodie
139.	Wisconsin Fresh Market Vegetable Growers Association
140.	Wisconsin Grape Growers Association
141.	Wisconsin Grass-fed Beef Cooperative
142.	Wisconsin Green Industry Federation
143.	Wisconsin Grocers Association
144.	Wisconsin Hereford Association
145.	Wisconsin Holstein Association
146.	Wisconsin Honey Producers Association
147.	Wisconsin Horse Council
148.	Wisconsin Innovation Kitchen
149.	Wisconsin Insurance Alliance
150.	Wisconsin Jersey Breeders Association
151.	Wisconsin Jewelers Association
152.	Wisconsin Livestock and Meat Council
153.	Wisconsin Livestock Breeders Association
154.	Wisconsin Local Food Network
155.	Wisconsin Manufacturing Extension Partnership
156.	Wisconsin Maple Syrup Producers Association
157.	Wisconsin Marina Association
158.	Wisconsin Milk Marketing Board, Inc.
159.	Wisconsin Mint Board
160.	Wisconsin Nursery Growers Association
161.	Wisconsin Obesity Prevention Network
162.	Wisconsin Office of Rural Health
163.	Wisconsin Paper Council
164.	Wisconsin Petroleum Council (WPC)
165.	Wisconsin Petroleum Equipment Association

166.	Wisconsin Petroleum Equipment Contractors Association (WisPEC)
167.	Wisconsin Petroleum Marketers and Convenience Store Association
168.	Wisconsin Pork Association
169.	Wisconsin Potato and Vegetable Growers Association
170.	Wisconsin Potato Board
171.	Wisconsin Potato Industry Board
172.	Wisconsin Poultry & Egg Improvement Assn
173.	Wisconsin Propane Gas Association
174.	Wisconsin Red and White Cattle Association
175.	Wisconsin Restaurant Association
176.	Wisconsin Rural Partners
177.	Wisconsin Rural Women's Initiative
178.	Wisconsin Self-Service Laundry Association
179.	Wisconsin Sheep Breeders Cooperative
180.	Wisconsin Sheep Dairy Cooperative
181.	Wisconsin Shorthorn Association
182.	Wisconsin Show Pig Association
183.	Wisconsin Simmental Association
184.	Wisconsin Sod Producers Association
185.	Wisconsin Soybean Association
186.	Wisconsin Soybean Board
187.	Wisconsin Specialty Cheese Institute
187.	Wisconsin Specialty Cheese Institute
188.	Wisconsin State Cranberry Growers Association
189.	Wisconsin Transportation Builders Association
190.	Wisconsin Utilities Association
191.	Wisconsin Veterinary Medical Assoc.
192.	Wisconsin Veterinary Medical Association
193.	Wisconsin Winery Association
194.	World Beef Expo
195.	World Trade Center Wisconsin
196.	WTCS Ag Education

DSPS Groups

Number	Organization
1.	American Massage Therapy Association, WI Chapter
2.	Chiropractic Society of Wisconsin
3.	Funeral Service and Cremation Alliance of Wisconsin
4.	International Union of Operating Engineers Local #139
5.	Iron Workers District Council of the North Central States
6.	Lake State Lumber Association

7.	Leading Age Wisconsin
8.	League of Wisconsin Municipalities
9.	Madison Area Builders Association
10.	Mechanical Contractors Association of Wisconsin
11.	Medical College of Wisconsin
12.	Mental Health America of Wisconsin
13.	Miron Construction
14.	National Association of Chain Drug Stores
15.	National Association of Social Workers – WI Chapter
16.	National Electrical Manufacturers Association
17.	Novartis Pharmaceuticals Corporation
18.	Otsuka America Pharmaceutical, Inc.
19.	Pharmaceutical Research and Manufacturers of America (PhRMA)
20.	Pharmacy Society of Wisconsin
21.	Reckitt Benckiser Pharmaceuticals Inc
22.	Southeast Dental Associates
23.	Sunovion Pharmaceuticals, Inc
24.	Takeda Pharmaceuticals America
25.	VJS Construction Services
26.	Wal-Mart
27.	Wisconsin Academy of Ophthalmology
28.	Wisconsin Academy of Physician Assistants
29.	Wisconsin Alliance of Hearing Professionals
30.	Wisconsin Amusement and Music Operators
31.	Wisconsin Association for Marriage and Family Therapy
32.	Wisconsin Association of Nurse Anesthetists
33.	Wisconsin Association of School Nurses
34.	Wisconsin Athletic Trainers Association, Inc.
35.	Wisconsin Builders Association
36.	Wisconsin Business Alliance
37.	Wisconsin Chapter of the American Academy of Pediatrics
38.	Wisconsin Chapter of the American College of Emergency Physicians, Inc.
39.	Wisconsin Chiropractic Association
40.	Wisconsin Dental Association
41.	Wisconsin Dental Hygienists Association

Appendix 7: Stakeholder Contact – Agriculture Sector

October 30, 2013

Mr. Andrew Hitt
Assistant Deputy Secretary
Department of Administration
P.O. Box 7864
Madison, WI. 53707-7864

We are writing to you, as representatives of farm, cooperative, commodity and agri-business organizations, to express our deep concern with certain language in the 2013-15 biennial budget Act 20 inserted by the Joint Finance Committee. As you know, this language directs the Department of Administration to study the possible consolidation of the functions performed by the Department of Agriculture, Trade and Consumer Protection (DATCP) and the Department of Safety and Professional Services (DSPS), into a new agency to be named the Department of Agriculture, Regulation, and Trade (DART). As you are aware, the study seeks to evaluate the consolidation of agency programs, reform licensing, and potentially eliminate advisory boards and councils.

First, we believe any potential benefits from a consolidation of the two agencies are offset by substantial concerns we have about the future integrity of DATCP and its vital role as the state's major agricultural and consumer protection advocate. Many of the functions at DSPS **do not** fit DATCP's core responsibilities in such critical areas as animal health, food safety, consumer protection, agricultural resource management, and agricultural industry partnerships. We fear consolidation could cause DATCP to drift from its agricultural advocacy and consumer protection mission because DSPS is focused on the review of nearly 50 diverse boards and councils, including the Cemetery Board, Controlled Substances Board, Crematory Authority Council, Hearing and Speech Examining Board, Perfusionists Examining Council, Midwives Advisory Committee and the Sign Language Interpreter Council, among many others. DSPS is also responsible for ensuring the safe and competent practice of licensed professionals in Wisconsin. This is a very different mission than DATCP's current agricultural and consumer protection mission.

Second, an expected purpose of the potential consolidation is to save taxpayer dollars. We are very concerned that, should a consolidation occur, the only "savings" would be from the reduction or elimination of important DATCP programs because many of its programs are still funded by state taxpayer dollars rather than by fees because they benefit the general public. By contrast, DSPS typically collects fees to run its professional licensing and oversight boards. In other words, we fear that over time, DATCP would look much more like DSPS rather than like DATCP due to expected budget cuts should consolidation occur. Please note that DATCP has already been greatly -- and disproportionally -- impacted by the loss of federal "earmarked" appropriations and state budget cuts that have resulted in the elimination or at least temporary defunding of some worthy programs.

If the study determines that the elimination of DSPS as a self-standing agency is important from a government efficiency standpoint, we are not opposed to that outcome. We realize that in DSPS's brief history, a number of functions have been transferred out of the agency, including

those initiated through 2013 Act 20. However, we believe transfers of specific regulatory programs should be strategic and logical in terms of what agencies are impacted. For example, the Auctioneer Board, Veterinary Examining Board and oversight of anhydrous ammonia tank systems may logically be attached to DATCP. However, if specific transfers such as those are recommended, we request that it not affect the function of the DATCP Board. Wisconsin agriculture and agribusiness strongly supports the continuation of the Board of Agriculture, Trade and Consumer Protection, which is populated with seven members with an agricultural background and two as consumer representatives.

We enjoy a beneficial partnership with DATCP and strongly support the agency's focus on agriculture and consumer protection. Wisconsin's $59 billion agricultural industry is diverse and has thrived in part due to public policy initiatives that have assisted in our ability to produce food and fiber for citizens of our nation and the world. Please be advised that we would strongly oppose any recommendation that would diminish DATCP's continued ability to be our strong partner. Thank you for taking our perspective into consideration as you proceed with the study that the Legislature directed you to undertake.

Sincerely,

Cooperative Network – Bill Oemichen
1 S. Pinckney St., Suite 810, Madison, WI 53703

Dairy Business Association – Laurie Fischer
PO Box 13505, Green Bay, WI 54307-3505

GROWMARK, Inc. – Chuck Spencer
P.O. Box 2500, Bloomington, IL 61720-2500

Midwest Food Processors Association – Nick George
4600 American Pkwy., Suite 210, Madison, WI 53701-1297

Wisconsin Agri-Business Association – Tom Bressner
2801 International Lane, Suite 105, Madison, WI 53704

Wisconsin Agribusiness Council – Ferron Havens
PO Box 46100, Madison, WI 53744-6100

Wisconsin Association of Professional Agricultural Consultants – Eric Birschbach
2276 Dahlk Circle, Verona, WI 53593

Wisconsin Cattlemen's Association – Terry Quam
N706 Hwy 113, Lodi, WI 53555

Wisconsin Cheese Makers Association – John Umhoefer
8030 Excelsior Dr., Suite 305, Madison, WI 53717-1950

Wisconsin Corn Growers Association – Bob Oleson

W1360 Hwy. 106, Palmyra, WI 53156

Wisconsin Dairy Products Association – Brad Legreid
8383 Greenway Blvd., Middleton, WI 53562

Wisconsin Farm Bureau Federation – Paul Zimmerman
PO Box 5550, Madison, WI 53705

Wisconsin Farmers Union – Darin Von Ruden
117 West Spring Street, Chippewa Falls, WI 54729

Wisconsin Green Industry Federation – Brian Swingle
12342 W. Layton Ave., Greenfield, WI 53228

Wisconsin National Farmers Association – Don Hamm
955 17th St., Prairie du Sac, WI 53578

Wisconsin Pork Association – Mike Wehler
P.O. Box 327, Lancaster, WI 53813

Wisconsin Potato and Vegetable Growers Association – Duane Maatz
P.O. Box 327, Antigo, WI 54409

Wisconsin Poultry and Egg Association – Pat Stonger
533 E. Tyranena Park Rd., Lake Mills, WI 53551

Wisconsin Soybean Association – Bob Karls
2976 Triverton Pike Dr., Madison, WI 53711-5898

Wisconsin State Cranberry Growers Association – Tom Lochner
132 E. Grand Ave., Suite 202, Wisconsin Rapids, WI 54495-0365

Wisconsin Veterinary Medical Association – Kim Pokorny
2801 Crossroads Drive, Suite 1200, Madison, WI 53704

Cc: Secretary Mike Huebsch
Secretary Ben Brancel

Appendix 8: Letter from Wisconsin Veterinary Medical Association Representatives

2801 Crossroads Drive
Suite 1200
Madison, WI 53718
(608) 257-3565
Fax (608) 257-8989
wvma@wvma.org

www.wvma.org

December 3, 2013

Mr. Joe Knilans and Ms. Nancy Mistele
Wisconsin Department of Administration
Office of Business Development
101 East Wilson Street, 10th Floor
P.O. Box 7864
Madison, WI 53707-7864

VIA EMAIL and U.S. MAIL

RE: Request from the Wisconsin Veterinary Medical Association to Move the Veterinary Examining Board from DSPS to DATCP

Dear Mr. Knilans and Ms. Mistele:

On behalf of the Board of Directors of the Wisconsin Veterinary Medical Association (WVMA), I am writing to formally request that you consider the merits of the following changes as a part of your study of the Wisconsin Department of Safety and Professional Services (DSPS):

(1) Move the Veterinary Examining Board (VEB) from DSPS to the Department of Agriculture, Trade and Consumer Protection (DATCP);

(2) Move the enforcement authority for unauthorized practice of veterinary medicine to DATCP (currently with the DSPS Division of Enforcement); and

(3) The VEB to remain an independent board.

In our opinion, moving the VEB to DATCP would increase the efficiency and quality of the services available to the VEB, the public and licensed veterinarians in Wisconsin for the following reasons:

- DATCP houses the Wisconsin State Veterinarian;
- DATCP houses the state Division of Animal Health, which works to protect animal and human health, and to control serious animal diseases (many of which also threaten humans);
- DATCP houses the state Division of Food Safety, which works to ensure the production and delivery of safe food to consumers (veterinarians play a vital role in animal food production); and
- DATCP's attorneys are familiar with both animal health and consumer protection issues and will be well-suited to handling VEB support, as well as unauthorized practice enforcement issues.

We do not recommend the transfer of any staff from DSPS to DATCP. Rather, we recommend transferring the funding for staff positions and allowing the Secretary of DATCP to use that funding to compensate existing or new staff members to handle VEB support and unauthorized practice issues.

Thank you for your consideration.

Sincerely,

Chris Booth, DVM
President, WVMA Board of Directors

cc Kim Pokorny, Executive Director, WVMA
Jordan Lamb, DeWitt Ross & Stevens

Appendix 9: Letter from Professional Association of Wisconsin Licensed Investigators

Joe Knilans – Director
Office of Business Development
P.O. Box 7864
Madison, WI 53705-7854

Re: Private Investigator Licensing and Restructuring

Mr. Knilans:

I appreciate this opportunity to work with you on the restructuring. For the last 7 years, I have been working on the need for improvement of the professionalism for investigators in Wisconsin.

There are a surprisingly large number per capita of investigators licensed. Four times that of Minnesota, and double that of Illinois. (See the report on the surrounding states also sent to you).

The last 5 years, I have been president of the association in Wisconsin and the main focus has been on education. If a person has chosen a profession and wishes make a living with that profession, it would seem logical that they would want to be good at the job. Failing to keep up on the regulations, laws and techniques would make them less likely to make their client happy.

Our association, Professional Association Of Wisconsin Licensed Investigators, has a Professional Review Committee. This might be considered as Internal Affairs. A few times a year we receive complaints from clients about the way an investigator handled a case. This might be anything from lack of professional service to in appropriate conduct. Whatever the complaint, whether or not the accused is a member, every dissatisfied client affects the reputation of all investigators.

For those that are not members, all we can do is to refer the plaintiff to the state. If a member, we do have a certain amount of pressure we can apply to help satisfy the problem.

Out of the almost 800 licenses issued, (I believe that is the number given to me by your office), we have only 150 members. So we know that 150 of them care enough about being better that they sought out sources of knowledge, or at least thinking that being able to claim membership makes them look better in an advertisement. So that puts them ahead of the 650 who don't even do that.

During the year we have regional and one day seminars in addition to the Annual Conference lasting 2 1/2 days and covering 12 – 15 hours of training; law changes, tactics, techniques, equipment are just some of the topics presented.

We have a survey permanently active on the website for the membership to let us know what they want to learn. We have an email group handling 10 – 20 emails a day exchanging ideas and answering questions about an aspect of a case.

So, from the 800 we are down to 150 who find advantages in joining PAWLI. Now, the next step is the number who actually attend conferences. That reduces it to a little less than 100. So we have 100 licensed investigators in the state who actively care about being good at their job. That means that 700 don't think they need to learn anything, or just don't care

Just one example of the problems we face. And the answer is reducing the number of persons gaining a license with little to no desire to do the job well

.

So the first question is, “how easy is it to get a license?”

There are no requirements. Pass a test and buy insurance. Think of professional investigators being the same as police. We handle all the same cases, criminal defense, family law, insurance fraud, corporate white collar and the security agent handles the equivalent of the patrol officer. It takes an associate degree in Criminal Justice to be eligible to be hired by the police department.

Minnesota and Illinois require thousands of hours of training in the job before they can get their own license. They also require continuing education credits.

So what can be done to help fix the problem?

In the past, my conversations with the state have boiled down to one obstacle in mandatory CEUs. The state cannot dedicate the funds required to monitor training. Funds are hard to come by, I get that. So I have spent the last three years creating the answer.

The PAWLI website has been designed to keep track of CEUs. Every person who attends a class, no matter from where or who, if pertinent and accredited, they get the units documented. For right now, it is working for all members in the database. And the database does not have a limit of how many can be recorded. The programming keeps track of the topic the date and number of credits received. One year from the date received, the credit automatically drops. (this can be changed to any interval future regulation might require). And when needed, the individual logs in and prints out a certificate as needed for proof of attendance.

This is good for members, but what about everyone else?

The site was designed for handling members and non-members. The only difference is the rest of the benefits of being a member are not available to non-members but they would still have the credits documented and certificates available.

So how do we keep track of who attends what?

A couple years ago, I presented the state with a proposition on a credential for investigators that would be more formal and professional than the coupon issued by the state. To review the conversations, the barber or tattoo artist would rarely have to pull the license out of the wallet to get the job done. But an investigator does this daily. It is the proof on the street that they are a professional doing their job and the piece of paper just does not even look real.

The result is a design for an ID that officially is a PAWLI membership card. A picture ID that is laminated plastic with hologram security, listing the name, license number and agency. More to the point at this time, it also has a RFID chip in the card. PAWLI is in the process of implementing another design feature of the website. Keeping track of who attended what.

Let’s say that 750 people are attending the annual conference. The schedule is programmed in so the computer knows what is being presented at what time. As the person walks in, they are scanned and documented for being present without even removing their wallet. If they turn around and leave, it documents that also. At the end of the day, a person could log into the database and see the credits accumulated on that day already credited.

So, you see, PAWLI has provided the answer to keeping track. It is not a proposal for something that can be done. It is up and working. PAWLI can provide IDs for the non-members as well so they will be able to take advantage of the technology, but it is also a better answer that the state issue similar ID cards as credentials to all investigators and security agents so the additional card is not necessary.

All of this helps the professionalism in two ways:

1. If a licensee is required to keep up with the changes in the profession like a considerable number of other Wisconsin professions with far less impact on the security of the citizen, then those who do not wish to participate will not be allowed to have a license.
2. Those who feel that being good at their job is worth the effort in training will then have raised the level of professionalism. Which was the goal in the first place.

The additional topic of concern was the transfer of regulation from DSPS to Agriculture. Not sure why Agriculture other than maybe there is some correlation of process.

I suggested in our short phone conversation that I would like to see the Investigators and Security under the Attorney General. As mentioned above, the job is very similar to the law enforcement. We work the same jobs, we testify in court, process and present evidence and many other points of similarity.

I am not suggesting that the requirements for obtaining an investigators license be the same as law enforcement. That high of standard is nice but not practical. But positioning this profession under the division that understands the requirements of the job, allows for future developments to be more easily implemented. Much like Minnesota's PIs under the Bureau of Criminal Apprehension.

Again, I appreciate the opportunity to present my ideas. I am anxious to work with you, finding a way to make changes that improve the professionalism. I am available for any committee. As the president of PAWLI it is my proud job to represent the profession in this state and I look forward to future discussions.

James Greenwold
President – PAWLI

715-726-1400

Illinois Requirements

Illinois Requirements Licensing of Private Investigators And Proprietary Security Force

Illinois has a different license for Security and Investigator
As of October of 2013 , there are 1091 investigators and 560 security personnel. There is also an agency license for each of those.

Applicant is the Licensee in charge. Structured under Sole Proprietor, Partnership or Corporation..

Additionally, there is a Permanent Employee Registration Card (PERC) that can be held by employees of an agency for which there has to be at least one full license holder.

Investigators can carry fire arms after 40 hours of training. There are no restrictions as to where you can carry. Every 2 years the investigator has to re-qualify with a formal test.

An examination is necessarily passed by 70% or greater to qualify. The passing score is valid for 6 years at which time it becomes void. Then the applicant needs to reapply with the full process.

In January, IL will be enacting their citizen carry permit. It is still not decided if this permit will replace the current or if it will have restrictions that the current one does not.

The license is for 3 years. There is a $500 initial fee and then $450 for each renewal. The Agency license is approximately the same price and duration.

The PERC card is $55 and a $45 renewal fee every year.

All holders have the same renewal date, May 31st.

Liability insurance is mandatory. There is no bond required.

Some one with a PERC card has to acquire 3 years experience out of the last 5 years before applying for a PI license.

Illinois PI Requirements Private Detective Licensure Exam Information

Experience / Education Documentation

Fees are charged for the process of applying.
Firearms control card $75 and a renewal fee of $45.
Proprietary Security Force fee is $300 and the renewal is $200.
Firearm instructor application fee is $75 with a renewal of $45.
A 40 hour Firearm Training Course has a $100 application fee.

Fingerprints from vendor licensed by Illinois for background

Regulations for Investigators and Security are listed in the Public Acts

If you want to download the Public Act in its entirety there is a PDF available.

All applicants should review the changes to the Public Act.

Lincensure by endorsement is no longer available. Everyone has to take and pass exam.

Illinois Requirements

SUBPART A: PRIVATE DETECTIVE

Section 1240.10 Application for Examination and Licensure – Private Detective
Section 1240.20 Application for Licensure – Private Detective Agency

SUBPART B: PRIVATE ALARM

Section 1240.100 Application for Examination and Licensure – Private Alarm Contractor
Section 1240.110 Application for Licensure – Private Alarm Contractor Agency

SUBPART C: PRIVATE SECURITY

Section 1240.200 Application for Examination and Licensure – Private Security Contractor
Section 1240.210 Application for Licensure – Private Security Contractor Agency

SUBPART D: LOCKSMITH

Section 1240.300 Application for Examination and Licensure – Locksmith
Section 1240.310 20 Hour Basic Training Course – Locksmith
Section 1240.320 Record keeping Requirements – Locksmith (Repealed)
Section 1240.330 Application for Licensure – Locksmith Agency

SUBPART E: PROPRIETARY SECURITY FORCE

Section 1240.400 Registration of Proprietary Security Force

SUBPART F: GENERAL

Section 1240.500 Definitions
Section 1240.501 Licensee-in-charge
Section 1240.502 Application for Branch Office License
Section 1240.505 20-Hour Basic Training Course – Private Detective, Alarm Contractor, Security
Section 1240.510 Firearm Training Course
Section 1240.515 Approval of Firearm Training Programs and Firearm Instructors
Section 1240.520 Permanent Employee Registration Card
Section 1240.525 Refusal to Issue Registration Card or FCC Due to Criminal Record Information
Section 1240.530 Firearm Control Cards
Section 1240.535 Record-keeper Requirements
Section 1240.540 Reporting Requirements
Section 1240.550 Renewals
Section 1240.555 Endorsement
Section 1240.560 Restoration
Section 1240.561 Inactive Status
Section 1240.565 Requests for Duplicate Certificates
Section 1240.570 Fees
Section 1240.575 Conduct of Hearings
Section 1240.580 Investigation by the Division
Section 1240.585 Granting Variances

SUBPART G: FINGERPRINT VENDOR

Section 1240.600 Application for Licensure – Fingerprint Vendor
Section 1240.610 Licensure - Fingerprint Vendor Agency
Section 1240.620 Fingerprint Vendor – Standards, Unethical, Unauthorized, Conduct
Section 1240.630 Fingerprint Vendor – Training

SUBPART H: CANINE HANDLER

Section 1240.700 Canine Handler Training Course Requirements
Section 1240.710 Canine Handler Authorization Card
Section 1240.720 Canine Handler Training Program
Section 1240.730 Canine Trainer Authorization Card
Section 1240.740 Canine Handler and Canine Training Instructor – Unprofessional Conduct

Minnesota Requirements

Minnesota Investigator and Protective Agents Application Procedures

The division of "types" of license holders are divided into:

Individual - which is listed as a sole proprietor
- A person with a corporation related to the business can not claim sole proprietorship.

Partnership or Corporation.
- A "Qualified Representative managing the day to day business is the license holder.
- A Minnesota Manager is the holder if the business is based out side of MN.

Insurance policy for applicant alone @ $10,000 to 51 employees @ $100,000.
A Surety Bond of $10,000 at the time of application.

Mandatory employment experience.
Document 6,000 hrs of investigative experience in 1 or more of:
Private Investigator
- As an investigator with a licensed agency
- U.S. Government
- Police department
- Other experience that the board would deem relevant.

A protective agent has the same requirements just replace investigator with PA. Additionally, PA requires experience in security systems, audits, and supervisor of other security personnel.

There are 211 private investigators and 100 security agents licensed in the state.

Fees for investigators:
- Individual $1000
- Partnership LLP $1700
- Corporation LLC $1900

Director is trying to change 0-1 person $540 PI license

- Fees for Protective Agents:
- Individual $1,000
- Partnership LLP $1,700
- Corporation LLC $1,900

No test is taken
Experience package is submitted to board and, upon successful evaluation, board grants license.

Preliminary training of 12 hours before field operations
Mandatory CEUs 12 hr / 2 years
12 additional hours / 2 yr for firearm training if applicable.

Director Greg Cook is working on a statute to make unlicensed activity a felony. Now just the now $35 fine.

No ID for carry is issued by state, however the individual is allowed to purchase an ID from an outside vendor.

Minnesota Requirements

Minnesota Department of Safety

General Licensing Information

Application and Requirements

To request an application packet, send a $25 check or money order.

License Holders

Private Detective License Holders Protective Agent License Holders

Fees

Fee Schedule

Minnesota Administrative Rules

General

7506.0100 Definitions.
7506.0110 Internal procedures.
7506.0120 [Repealed, 22 sr 711]
7506.0130 Licensing and qualification.
7506.0140 Fees.
7506.0150 Conduct and ethics.
7506.0160 Complaint procedures.
7506.0170 Penalties.
7506.0180 License reinstatement.

Certified training programs

7506.2200 Board certification of training programs.
7506.2300 Minimum req for board-certified training programs.
7506.2500 Revocation or suspension of certification status.
7506.2600 Preassignment or on-the-job training requirements.
7506.2700 Continuing education requirements.
7506.2900 Failure to satisfy training requirements.

Minnesota Requirements

Statutes For
Private Detective and Protective Agent Services

Definitions MNS§326.32

Employees of license holders MNS§326.336
- Background check
- ID card
- Failure to return property
- Confidentiality

Training MNS§326.3361
- Rules
- Required content
- Use of weapons
- Full-time peace officers

Persons as Private Detectives or Protective Agents MNS§326.338
- Private Detective
- Protective Agent

Exemptions MNS§326.3341

Licenses MNS§326.3381
- Prohibition
- Application procedures
- Disqualification
- Business entry applicant
- Nonresident applicant

Application for license MNS§326.3382
- Application form
- Documents accompanying application
- Proof of insurance (Bond and proof of financial responsibility)
- License disqualification
- Special protective agent classification

License Re issuance MNS§326.3383
- Requirements
- Appearance
- Bond and proof of financial responsibility

Prohibited Acts MNS§326.3384
- Prohibition
- Penalty

Conditions of Licensing MNS§326.3385
- Notice of address change
- Notice of successor
- Surrender of license
- Penalty

Fees MNS§326.3386

Disciplinary Action MNS§326.3387

Administrative Penalties MNS§326.3388

Licenses Nontransferable MNS§326.3389

Violations; Penalty MNS§326.339

Iowa Regulations

Iowa Requirements
Private Investigators and Security Agents

Iowa requires a license to operate in the state. The license packets are available for $15 by mail or $10 at the door.

Employees of an agency are to obtain an employee ID card and must meet the same standards as the license holder.

Iowa does have mandatory CEUs of 12 hours accumulated during a 2 year period or the license will not be renewed. Credits gained from other states are transferrable. 50 minutes minimum equal 1 hour. 100 minutes equal 2 hours. 99 minutes equal 1 hour.
A program qualifies if:

- Outline is prepared in advance
- Lasts at least 50 minutes
- Is presented by a qualified instructor, background and experience documented.
- A record of attendance is maintained.

There is no examination process to obtain a license.

Most current count is 255 investigators and 120 security.

A 2 year license is issued at a cost of $100 and an ID card cost is $10. Fingerprinting and background check is $30.

The ID card is issued with the name of an agency. So working for more than one agency, (which is permitted), would require more than one ID card. You have to carry the ID all the time you are working. Failure can result in suspension. The card belongs to the state. For what ever reason you are no longer in business, the card is to be surrendered.

Renewal of the license has to be applied for with 2 new fingerprint cards., 30 days before the expiration. If received after expiration of the license, apparently the state wants you to start over again.

Iowa offers reciprocity with other states that have similar requirements. A temporary permit is issued for a period of 90 days. But to note, the cost of the 90 day permit is the same as a 2 year license.

Iowa does require insurance in the name of the agency on the application.

Iowa does require a bond of $5000 issues by a bond company licensed to work in Iowa. If more than one service, i.e.: Detective and Security, the bond is bumped up to $10,000.

Uniforms, badges hats, and patches are not permitted without written approval from the commissioner.

Written reports have to be submitted to every client unless a signed waiver is possessed. Reports are to kept for at least 3 years.

Carrying a weapon while working must meet Iowa Admin code 661 chapter 4.

Application Packet Check List

Iowa Code 80A

Administrative Rules

Indiana Regulations

Indiana Requirements
Private Investigators and Security Agents

Indiana has a few things in common with states listed above and a couple things that are unique. The requirements are mostly historical:

- Requires at least 4,000 hours of experience. (2 years full time employ.)
- Background check back 7 years, state, local and fed.
- Errors and Omission liability insurance of $100,000
- Academic transcripts for those who have a cert in criminal justice
- DD 214 from military service
- Corporate filing paper work for those who are not sole proprietors.

Application fee is $300. $150 if the expiration date is less than one year from application. Renewal is the same $300. Late fee of $50 and an additional $10 for a wall or packet card.

Unless you spend the $10 for the certificate, there is no personal carry license unless you make your own. The same rules apply as others, no seals or words that imply state agency affiliation.

Application

License expires every 4 years on October 1st. (Next is 2015.)

The license holder in an agency is licensed but the employees are not. It is the responsibility of the agency to regulate the activities of the employees.

There is 488 agencies licensed as investigators and 381 as security.

The state requires no test nor CEUs.

An out of state agency no longer needs to keep an office within the boarders.

A licensee shall maintain a record, relative to the licensee's employees, containing the following information:

- A picture taken within thirty (30) days of the date that the employee commences employment with the licensee.
- A full set of fingerprints of both hands of the employee.
- A licensed private investigator firm shall, at the board's request, provide the board with a roster of all unlicensed individuals employed by the private investigator firm.

The link below will give you the long version if you want all the details.

Licensure Law and Regulations

Michigan Requirements

Michigan Regulations
Private Investigators and Security Agents.

In Michigan the age of licensure is 25, must have a GED or better. As with all, no felonies but then carries it further than most by adding no misdemeanors involving dishonesty, fraud, (which is redundant), controlled substances, 2 or more alcohol related offenses, or carrying a firearm, impersonating a LEO or divulge information or evidence.

If currently law enforcement, must have written permission from their boss.

Must have 3 years experience to get a license.

There is no exam for the license nor CEUs required.

A new twist is 5 notarized Personal Reference Forms from individuals that can attest to you being a good and honest person.

The application fee is $150 and an initial fee of $600.
A bond is required for $10,000 or
Insurance is required for, (a little more detailed):

- $10,000 Property Damage
- $100,000 Injury or death
- $200,000 If more than one person involved

Fees are $750 for everyone, no matter what business status. But the paperwork for the corporate and partnership is a little more work than the sole proprietor.

The license is valid for 3 years. Beyond the “hang on the wall” certificate, Michigan does issue a picture ID that must be carried by each licensed individual. The license is issued to the sole proprietor, partners or corporate members.

Other investigators on staff would not have an ID issued by the state but can have one from a vendor that meets the criteria of, no state seals or wording that sounds like state issue.

The recent count is 580 PIs and 277 Security Agents.

The Director of the State Department has to report the count of licenses accepted or denied by December 1st.

Application forms

Michigan Requirements

Michigan Requirements
Professional Investigator Licensure Act

Section 338.821	Section Short title.
Section 338.822	Section Definitions.
Section 338.823	Section License required; investigation of prohibited activities; civil or criminal action; violation; penalty.
Section 338.824	Section Exemptions from act.
Section 338.825	Section License; issuance, duration.
Section 338.826	Section License; qualifications; reciprocal agreements.
Section 338.827	Section Application for license; notarized statement as to qualifications investigation of applicant.
Section 338.828	Section Application for license by corporation; contents; copy of incorporation certificate.
Section 338.829	Section License; conditions of issuance; fee; duration; suspension or revocation; bonds; filing completed application; issuance of license within certain time period; report; “completed application” defined.
Section 338.830	Section License; suspension or revocation; grounds; surrendering license and identification card; noncompliance as misdemeanor.
Section 338.831	Section License fee; refund; conditions.
Section 338.832	Section License; posting.
Section 338.833	Section Reporting name or location change in agency; new license.
Section 338.834	Section Identification card; issuance; form and contents; maintenance, custody, and control; duplicates.
Section 338.835	Section Non assignability of license.
Section 338.836	Section Display of unauthorized badge, shield, identification card, or license; violation; penalties.
Section 338.837	Section Licensees; employment of assistants; records; false state ments; fingerprints.
Section 338.838	Section Hiring of person convicted of certain felonies or misdemeanors prohibited; refusal to surrender license or identification card.
Section 338.839	Section Carrying deadly weapon; license required.
Section 338.840	Section Divulging of information; willful sale of or furnishing false infor mation; penalty; privileged communications; notice and hearing.
Section 338.841	Section Violation of act; report of conviction by prosecuting attorney.
Section 338.842	Section Advertising; contents; misleading advertising; notice.
Section 338.843	Section Trade names; approval by department.
Section 338.844	Section Record of business transaction and reports; retention.
Section 338.845	Section Investigation of applicants; complaints; subpoenas; fees; fail ure to obey; penalty; testimony under oath.
Section 338.846	Section License; renewal; fee; bond.
Section 338.847	Section Death of licensee; carrying on business; notice to department; sale of business.
Section 338.848	Section Employment of agents; rules.
Section 338.849	Section Application of act as to license applications and renewals.
Section 338.850	Section Repeals.
Section 338.851	Section Violation; penalty.

Wisconsin Requirements

Wisconsin Requirements
Professional Investigators and Security Agents

Last but not least is our state. Most will have known enough to get you through the test in the first place. And some will have learned a little more along the way. Wisconsin does not have continuing education, so it is possible that picking up things along the way might take longer than desired.

Of course PAWLI has come to the rescue for those who want to know more than the minimum: Check out the info on the upcoming conference.

Most of the following, everyone who is reading this, knows because you have already done it. But there are those searching the information so I have to fill in the blanks.

Now, the part that takes all the information from the other states and compares that data to what Wisconsin requires.

As with the other states, if you are going to advertise and do the work of an investigator, you need a license. The exceptions are:

- If you work for one law firm only
- An off duty LEO with written permission from the boss.

Can't have "no stinking badges".
Unlike most of the others, "Don't need no experience."
Pass a fingerprint background and a written test.

The test is 100 questions covering Wis Statutes and administrative codes relevant to PIs. The Statutes are linked below and the codes link given came up with a "no page". Went to the page with all the professional codes and the PIs were not listed. So the best I can find are search results covering some interesting things.

No felonies without a pardon
Can have misdemeanor under departments discretion.

Unlike most that require an agency and then a few hours to get to work, Wisconsin requires you to get a license personally. Then work for a licensed agency.

The full 118 pages of statutes are in a PDF.
But what pertains is found at 440.26 Subchapter II

For those of you working on or helping others, I'll toss in the forms.

And the instructions for the packet.

Renewal Fee is $115 both PIs and Security and $107 for agencies.
Last is insurance, requiring general liability or, (get this) a $2000 bond.
No exacting numbers are known for the licensee count, but it is some where around 750.

Epilog
It is no secret that I have continued the effort of presidential predecessors by lobbying for CEUs. If you have made it through this article you have read about how some states have higher requirements in some things and less in others. I, for one, and I know that all the investigators who show up for the conference agree, that Wisconsin Professional Investigators should want to be the best they can be in their profession, not just get by on the minimum or the average. And those who are just doing what they are required to do, really do harm the reputation of the rest of us. Please go to your "profile" on the PAWLI site and fill out the survey. It has a few more questions just for this occasion. A couple minutes to advance our profession.

James Greenwold
President PAWLI

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State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Ashley Horton Department Monitor Division of Legal Services and Compliance	December 20, 2013 Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
	☒ Yes ☐ No	Monitoring: Appointment of Monitoring Liaison and Delegated Authority Motion

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☒ No	

10) Describe the issue and action that should be addressed:

1. Appointment of 2014 Monitoring Liaison
2. Delegated Authority Motion:

   "_____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet."

11) Authorization

Ashley Horton — December 20, 2013

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.

Revised 10/12

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison is a board designee who works with department monitors to enforce the Board's orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board:

1. Grant a temporary reduction in random drug screen frequency upon Respondent's request if he/she is unemployed and is otherwise compliant with Board order. The Department Monitor will draft an order and sign on behalf of the Liaison. The temporary reduction will be in effect until Respondent secures employment in the profession.

2. Grant a stay of suspension if Respondent is eligible per the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.

3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.

4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board approval. The Department Monitor will notify Respondent of the Liaison's decision.

5. Grant a maximum 90-day extension, if warranted and requested in writing by Respondent, to complete Board-ordered CE, pay proceeding costs, and/or pay forfeitures upon Respondent's request.

Current Authorities Delegated to the Department Monitor

The Department Monitor may take the following actions on behalf of the Board, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.

2. Suspend the license if Respondent has not completed Board-ordered CE and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

Clarification

1. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. (This is consistent with current practice.)

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ryan Zeinert Licensing Education Specialist	2) Date When Request Submitted: 12/19/13 Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others

3) Name of Board, Committee, Council, Sections:
Chiropractic Examining Board

4) Meeting Date: 01/23/14	5) Attachments: ☐ Yes ☒ No	6) How should the item be titled on the agenda page? Appointment of Chiro CE Liaison.

7) Place Item in: ☒ Open Session ☐ Closed Session ☐ Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? ☐ Yes by ☒ No	9) Name of Case Advisor(s), if required:

10) Describe the issue and action that should be addressed:

A motion to delegate a Chiropractic Continuing Education liaison to work with the Office of Education & Examinations (OEE) in order to process Continuing Education requests.

11) Authorization

Signature of person making this request	Date 12-19-13
Supervisor (if required)	Date 12-19-2013
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:	Date When Request Submitted: *1/9/2014*
Maggy McGarry	Items will be considered late if submitted after 5 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before meeting for all other boards

Name of Board, Committee, Council:
Chiropractic Examining Board

Board Meeting Date:	Attachments:	How should the item be titled on the agenda page?
1/23/2014	X Yes ☐ No	Preceptor Approvals

Place Item in:	Is an appearance before the Board being scheduled? If yes, by whom?	Name of Case Advisor(s), if required:
X Open Session ☐ Closed Session ☐ Both	☐ Yes by _____ (name) X No	

Describe the issue and action the Board should address:

Chiropractor eligibility for preceptor program. Decide to approve or not approve preceptors.

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:

Maggy McGarry — 1-9-2014
Signature of person making this request — Date

Supervisor signature (if required) — Date

Bureau Director signature (indicates approval to add late items to agenda) — Date

Revised Form 6/30/11 Division of Board Services/DSPS

State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

CORRESPONDENCE/MEMORANDUM

DATE: January 9, 2014

TO: CHIROPRACTIC EXAMINING BOARD

FROM: MAGGY MCGARRY

SUBJECT: PRECEPTOR APPROVAL

The following requests for approval of preceptors have been submitted to the DSPS 45 days in advance of the beginning of the school's next trimester:

	Chiropractor	Lic. Granted
Palmer	Daniel Hyatt, D.C.	02/08/1990
	John Jordan, D.C.	02/23/1989
	James Fox, D.C.	07/13/1995
	Mark Davis, D.C.	12/21/2000
	Allen Van Scoyk, D.C.	04/18/2003
	Kevin Herrle, D.C.	03/11/1999
	Kris Erlandson, D.C.	09/16/1982

All of the above have current licenses in good standing.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Shawn Leatherwood	January 6, 2014 Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others

3) Name of Board, Committee, Council, Sections:
Chiropractic Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
January 23, 2014	☒ Yes ☐ No	Review of Scope Statement for Chir 2, 3 Practical Exam

7) Place Item in:	8) Is an appearance before the Board being scheduled? If yes, who is appearing?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes by (name) ☒ No	N/A

10) Describe the issue and action that should be addressed:

The Board will

(1) review and discuss the scope statement

(2) Decide whether the proposed rule is likely to have any economic impact on small businesses.

(3) approve the scope statement on Chir 2, 3 relating to the practical exam for submission to the Governor's office and publication and to authorize the Chair to approve the scope for implementation no less than 10 days after publication.

11) Authorization

Shawn Leatherwood — January 6, 2014
Signature of person making this request — 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.

STATEMENT OF SCOPE

CHIROPRACTIC EXAMINING BOARD

Rule No.: 165-CHI 2, 3

Relating to: Practical exam for Chiropractors

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

N/A

2. Detailed description of the objective of the proposed rule:

The purpose of this proposed rule is aligning current administrative code regulating chiropractors with recent legislation, namely, 2013 Wisconsin Act 20.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

2013 Wisconsin Act 20 repealed. 446.02 (3) (a), Stats., which required applicants for chiropractic credentials to take a practical exam. After removing this requirement, the Legislature replaced the practical exam with a requirement to successfully complete Parts I, II, III and IV of the National Board of Chiropractic Examiners Exam (NBCE Exam). The Legislature set the successful completion score of 438 for Part III and a successful completion score of at least 475 on Part IV. The new statutory provisions also included a grandfathering clause for applicants who had applied on or after January 1, 2012 and the effective date of 2013 Wisconsin Act 20, June 30, 2013. This class of applicants had to have taken the practical exam and had to have achieved a score of 375 or higher on Part III, and Part IV of the NBCE Exam and successfully completed the exam that tests the applicant's knowledge of the laws of this state relating to the practice of chiropractic. Consequently, this proposed rule will revise the pertinent chiropractic rules in Wis. Admin Code s. Chir 2 and 3 as necessary to make them consistent with 2013 Wisconsin Act 20.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 227.11 (2), Stats., discusses the parameters of an agency's rule-making authority stating an agency, "may promulgate rules interpreting the provisions of any statute enforced or administered by it, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if it exceeds the bounds of correct interpretation." Section 227.01(1), Stats., defines agency as a board. The Chiropractic Examining Board falls within this definition. Therefore, the Board may promulgate administrative rules which interpret the statutes it enforces or administers as long as the proposed rule does not exceed proper interpretation of the statute.

s. 446.02 (2) (b) 4., Stats., states that the, "examining board shall promulgate rules establishing educational requirements for obtaining a license . . .". One of the requirements for obtaining a license is the successful completion of the NBCE examination. New legislation has prompted a change in the successful score on the NBCE Exam and the corresponding rule should be amended to reflect that change. Therefore the Board is authorized both generally and specifically to promulgate the proposed rule.

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

80 hours.

6. List with description of all entities that may be affected by the proposed rule:

Persons who are applying for chiropractic credentials.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

There is no existing or proposed federal regulation that is intended to address the activities to be regulated by this rule.

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

The Board anticipates that the implementation of this rule will not result in any economic impact on small businesses.

Contact Person: Shawn Leatherwood 261-4438.

_____
Department Head or Authorized Signature

_____
Date Submitted

tute specific adoption of a rule and is not required to be promulgated as a rule.

(2) No agency may promulgate a rule which conflicts with state law.

(2m) No agency may implement or enforce any standard, requirement, or threshold, including as a term or condition of any license issued by the agency, unless that standard, requirement, or threshold is explicitly required or explicitly permitted by statute or by a rule that has been promulgated in accordance with this subchapter. The governor, by executive order, may prescribe guidelines to ensure that rules are promulgated in compliance with this subchapter.

(3) (a) No rule, either by its terms or in its application, may discriminate for or against any person by reason of sex, race, creed, color, sexual orientation, national origin or ancestry.

(b) A rule may discriminate for or against a person by reason of physical condition or developmental disability as defined in s. 51.01 (5) only if it is strictly necessary to a function of the agency and is supported by data demonstrating that necessity.

(c) Each person affected by a rule is entitled to the same benefits and is subject to the same obligations as any other person under the same or similar circumstances.

(d) No rule may use any term removed from the statutes by chapter 83, laws of 1977.

(e) Nothing in this subsection prohibits the administrator of the division of merit recruitment and selection in the office of state employment relations from promulgating rules relating to expanded certification under s. 230.25 (1n).

History: 1985 a. 182; 1987 a. 399; 2003 a. 33 ss. 2368, 9160; 2011 a. 21.

An agency's revised interpretation of a statute constituted administrative rule–making under s. 227.01 (4) [now s. 227.10] and declaratory relief under s. 227.40 was accordingly proper. What constitutes a rule is discussed. Schoolway Transportation Co. v. Division of Motor Vehicles, 72 Wis. 2d 223, 240 N.W.2d 403 (1976).

The legislature may constitutionally prescribe a criminal penalty for the violation of an administrative rule. State v. Courtney, 74 Wis. 2d 705, 247 N.W.2d 714 (1976).

A memorandum announcing general policies and specific criteria governing all decisions on good time for mandatory release parole violations was a "rule" and should have been promulgated properly. State ex rel. Clifton v. Young, 133 Wis. 2d 193, 394 N.W.2d 769 (Ct. App. 1986).

An administrative agency cannot regulate the activities of another agency or promulgate rules to bind another agency without express statutory authority. George v. Schwarz, 2001 WI App 72, 242 Wis. 2d 450, 626 N.W.2d 57, 00–2711.

227.11 Extent to which chapter confers rule–making authority. (1) Except as expressly provided, this chapter does not confer rule–making authority upon or augment the rule–making authority of any agency.

(2) Rule–making authority is expressly conferred as follows:

(a) Each agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation. All of the following apply to the promulgation of a rule interpreting the provisions of a statute enforced or administered by an agency:

1. A statutory or nonstatutory provision containing a statement or declaration of legislative intent, purpose, findings, or policy does not confer rule–making authority on the agency or augment the agency's rule–making authority beyond the rule–making authority that is explicitly conferred on the agency by the legislature.

2. A statutory provision describing the agency's general powers or duties does not confer rule–making authority on the agency or augment the agency's rule–making authority beyond the rule–making authority that is explicitly conferred on the agency by the legislature.

3. A statutory provision containing a specific standard, requirement, or threshold does not confer on the agency the authority to promulgate, enforce, or administer a rule that contains a standard, requirement, or threshold that is more restrictive than the standard, requirement, or threshold contained in the statutory provision.

(b) Each agency may prescribe forms and procedures in connection with any statute enforced or administered by it, if the agency considers it necessary to effectuate the purpose of the statute, but this paragraph does not authorize the imposition of a substantive requirement in connection with a form or procedure.

(c) Each agency authorized to exercise discretion in deciding individual cases may formalize the general policies evolving from its decisions by promulgating the policies as rules which the agency shall follow until they are amended or repealed. A rule promulgated in accordance with this paragraph is valid only to the extent that the agency has discretion to base an individual decision on the policy expressed in the rule.

(d) An agency may promulgate rules implementing or interpreting a statute that it will enforce or administer after publication of the statute but prior to the statute's effective date. A rule promulgated under this paragraph may not take effect prior to the effective date of the statute that it implements or interprets.

(e) An agency may not inform a member of the public in writing that a rule is or will be in effect unless the rule has been filed under s. 227.20 or unless the member of the public requests that information.

History: 1985 a. 182; 1991 a. 209; 2011 a. 21.

The Designer Section of the Examining Board of Architects, Professional Engineers, Designers and Land Surveyors does not have rulemaking authority. 74 Atty. Gen. 200.

227.113 Incorporation of local, comprehensive planning goals. Each agency, where applicable and consistent with the laws that it administers, is encouraged to design the rules promulgated by the agency to reflect a balance between the mission of the agency and the goals specified in s. 1.13 (2).

History: 1999 a. 9.

227.114 Rule making; considerations for small business. (1) In this section, "small business" means a business entity, including its affiliates, which is independently owned and operated and not dominant in its field, and which employs 25 or fewer full–time employees or which has gross annual sales of less than $5,000,000.

(2) When an agency proposes or revises a rule that may have an effect on small businesses, the agency shall consider each of the following methods for reducing the impact of the rule on small businesses:

(a) The establishment of less stringent compliance or reporting requirements for small businesses.

(b) The establishment of less stringent schedules or deadlines for compliance or reporting requirements for small businesses.

(c) The consolidation or simplification of compliance or reporting requirements for small businesses.

(d) The establishment of performance standards for small businesses to replace design or operational standards required in the rule.

(e) The exemption of small businesses from any or all requirements of the rule.

(3) The agency shall incorporate into the proposed rule any of the methods specified under sub. (2) which it finds to be feasible, unless doing so would be contrary to the statutory objectives which are the basis for the proposed rule.

(4) In addition to the requirements under s. 227.17, the agency shall provide an opportunity for small businesses to participate in the rule–making process, using one or more of the following methods:

(a) The inclusion in the notice under s. 227.17 of a statement that the rule may have an impact on small businesses.

(b) The direct notification of any small business that may be affected by the rule.

(c) The conduct of public hearings concerning the impact of the rule on small businesses.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Aaron Knautz	1/15/14
	Items will be considered late if submitted after 4:30 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

Chiropractice Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
1-23-14	☒ Yes ☐ No	Chiropractic Society of Wisconsin request for approval of CT certification program Therapeutic Modalities for CT Certification: Part I

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☐ No	

10) Describe the issue and action that should be addressed:

Determine approval status.

11) Authorization

Signature of person making this request — Date: 1-15-14

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.

Revised 8/13

CSW Therapeutic Modalities for CT Certification: Part I

Course Outcome Summary

Sponsored by Chiropractic Society of Wisconsin

Ongoing Approval Request

Information

Project Type	Seminar
Instructional Level	Continuing Education

Target Population

Chiropractic Staff who are interested in Wisconsin Certification as a Chiropractic Technician.

Description

Provides instruction in the WI staff certification categories of Physiologic Therapeutics Overview, Thermotherapy/Cryotherapy, Electrotherapy and Therapeutic Ultrasound.

Prerequisites

None

Supplies

1. Please bring pen/pencil and paper for note taking. Required
2. Bring bag lunch and snacks. Cafeteria and vending machine food are limited.

Instructor

A Wisconsin licensed chiropractor in good standing and qualified to delegate the modalities listed in this course to unlicensed staff according to the Wisconsin Department of Safety and Professional Services.

Competencies, Linked Exit Learning Outcomes, and Performance Standards

1. **Explore the rational for the application of therapeutic modalities in the chiropractic health setting. .**

Your performance will be successful when:

- you explore the effectiveness of chiropractic care.
- you recognized the unique and specialized training of a chiropractor.
- you explore the physiological process of healing.
- you explore the factors that promote and the factors that inhibit healing.
- you identify therapeutic modalities common to chiropractic practice.
- you examine the role of therapeutic modalities in diminishing pain.
- you associate modality selection with chiropractic treatment considerations.
- you identify Wisconsin delegation rules that guide chiropractic delegation to unlicensed staff.
- you identify the role of the certified CT in the administration of therapeutic modalities in the chiropractic health setting.
- you explore strategies to ensure patient safety.
- you successfully complete a written evaluation including this content at the end of this course.

2. **Apply Thermotherapy/Cryotherapy**

Performance Standards

Your performance will be successful when:

- you explore the mechanisms of heat transfer.
- you identify the physiological effects, indications, and contraindications with the application thermotherapy/cryotherapy.
- you identify the most common methods of thermotherapy and cryotherapy applications in the chiropractic health setting.
- you examine communication strategies to use with patients to help them anticipate what the therapy should feel like.
- you review the establishment of effective conductance with each therapy application.
- you identify strategies to solicit patient feedback and ensure patient safety.
- you identify strategies in the application of thermotherapy/cryotherapy to ensure

patient safety.

- o you identify at least two situations in which a therapy is to be stopped immediately.
- o you apply thermotherapy/cryotherapy in a classroom simulation.
- o you successfully complete a written evaluation including this content at the end of this course.

3. Apply Electric Stimulation Modalities

Performance Standards

Your performance will be successful when:

- o you identify the physiological effects, indications, and contraindications with the application of the electric stimulation therapy with emphasis on Interferential current.
- o you identify strategies to ensure your patient is free of the contraindications for electric stimulation therapy.
- o you differentiate between one channel and two channel electric stimulation therapies.
- o you examine communication strategies to use with patients to help them anticipate what the therapy should feel like.
- o you review pad placement and conduction strategies.
- o you identify strategies to solicit patient feedback and ensure patient safety.
- o you identify at least two situations in which a therapy is to be stopped immediately.
- o you successfully complete a written evaluation including this content at the end of this course.

3. Apply Ultrasound

Performance Standards

Your performance will be successful when:

- o you identify the physiological effects, indications, and contraindications with the application of ultrasound therapy.
- o you identify strategies to ensure your patient is free of the contraindications for ultrasound therapy.
- o you explore coupling strategies appropriate for different body regions.
- o you describe treatment parameters that include thermal and non-thermal settings.
- o you examine communication strategies to use with patients to help them anticipate what the therapy should feel like.
- o you identify strategies to solicit patient feedback and ensure patient safety.
- o you identify at least two situations in which a therapy is to be stopped immediately.

- you successfully complete a written evaluation including this content at the end of this course.

CSW Therapeutic Modalities for CT Certification Part I
Example Course Schedule

HOURS:	8.5 hours of class time
INSTRUCTOR:	Wisconsin licensed chiropractor in good standing and eligible to delegate to unlicensed staff in the therapies listed according to WI DSPS.

INSTRUCTOR:	Wisconsin licensed chiropractor in good standing and eligible to delegate to unlicensed staff in the therapies listed according to WI DSPS.

Part One: Introduction to Therapeutic Modalities, Cryotherapy/Thermotherapy and Interferential Current and Ultrasound

30 minutes prior to class start: Registration, Sign-in, Proof of ID required.

Hour 1 Introduction to Therapeutic Modalities

- Explore the effectiveness of chiropractic care.
- The unique and specialized training of a chiropractor.
- The physiological process of healing.
- Factors that promote and the factors that inhibit healing.
- Therapeutic modalities common to chiropractic practice.

Hour 2

- The role of therapeutic modalities in diminishing pain.
- Modality selection with chiropractic treatment considerations.
- Strategies to ensure patient safety.
- Wisconsin delegation rules that guide chiropractic delegation to unlicensed staff.
- The role of the certified CT in the administration of therapeutic modalities in the chiropractic health setting.

20 minute break – open lab

Hour 3 Thermotherapy/Cryotherapy

- Mechanisms of heat transfer.
- Physiological effects, indications, and contraindications with the application of thermotherapy/cryotherapy.
- Common methods of thermotherapy and cryotherapy applications in the chiropractic health setting.
- Communication strategies to use with patients to help them anticipate what the therapy should feel like.

Hour 4

- Effective conductance with each therapy application.
- Strategies to solicit patient feedback and ensure patient safety.
- Strategies to ensure patient safety in the application of thermotherapy/cryotherapy.
- Cryotherapy/Thermotherapy Practice

- Student practice and skill observation

20 minute break

1:00pm- 1:30pm 30 minute Break

Hour 5 Electric Stimulation Modalities

- Physiological effects, indications, and contraindications with the application of the electric stimulation therapy with emphasis on Interferential current.
- Ensure your patient is free of the contraindications for electric stimulation therapy.
- Differentiate between one channel and two channel electric stimulation therapies.
- Communication strategies to use with patients to help them anticipate what the therapy should feel like.
- Describe how electric stimulation works.
- Pad placement and conduction strategies.
- Strategies to solicit patient feedback and ensure patient safety.
- Situations in which a therapy is to be stopped immediately.

Hour 6 Application of Interferential Current Therapy

- Therapeutic application examples
- IFC machine settings-review: frequency, intensity, duration
- Pad placement
- IFC Instructor Demonstration
- Interferential therapy application Practice
- Review patient protection, accommodation, IFC settings
- Combination therapy: IFC with hot and cold

20 minute Break/ Open Lab

Hour 7 Ultrasound Therapy

- Physiological effects, indications, and contraindications with the application of ultrasound therapy.
- Strategies to ensure your patient is free of the contraindications for ultrasound therapy.
- Coupling medium strategies appropriate for different body regions.
- Treatment parameters that include thermal and non-thermal settings.
- Communication strategies to use with patients to help them anticipate what the therapy should feel like.
- Strategies to solicit patient feedback and ensure patient safety.
- Situations in which a therapy is to be stopped immediately.

Hour 8 The Application of Ultrasound-lecture and demo

- Ultrasound machine settings
- Coupling medium
- Movement of the transducer
- Student practice and skill observation
- Study notes and observe application.
- Review Course Materials Covered today

20 minute break/Open lab

1/2 of Hour 9 Part 1 Evaluation (multiple choice exam)

Exam covers content in Introduction to Therapeutic Modalities, Cryotherapy/Thermotherapy, Interferential Current, and Ultrasound.

Picture identification is required to receive a certificate of course completion.

Certificates of course completion are earned upon fully attending the class and successfully completing the course evaluation.

State of Wisconsin
Department of Safety & Professional Services

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:	2) Date When Request Submitted:
Aaron Knautz	1/15/14
	Items will be considered late if submitted after 4:30 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others

3) Name of Board, Committee, Council, Sections:

Chiropractice Examining Board

4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?
1-23-14	☒ Yes ☐ No	Chiropractic Society of Wisconsin request for approval of CT certification program Therapeutic Modalities for CT Certification: Part II

7) Place Item in:	8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
☒ Open Session ☐ Closed Session ☐ Both	☐ Yes (Fill out Board Appearance Request) ☐ No	

10) Describe the issue and action that should be addressed:

Determine approval status.

11) Authorization

Signature of person making this request — Date: 1-15-14

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.
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Revised 8/13

CSW Therapeutic Modalities for CT Certification Part II

Course Outcome Summary

Sponsored by Chiropractic Society of Wisconsin

Ongoing Approval Request

Information

Project Type	Seminar
Instructional Level	Certification Education

Target Population

Chiropractic Staff who are interested in Wisconsin Certification as a Chiropractic Technician.

Description

Provides instruction in the WI staff certification categories of Mechanical Therapy, Light Therapy and Physical Examination (height, weight, and blood pressure).

Prerequisites

CSW Therapeutic Modalities Part I or current CT certification to include proof of satisfaction of the WI certification category of Physiologic Therapeutics Overview.

Supplies

1. Please bring pen/pencil and paper for note taking. Required
2. Bring bag lunch and snacks. Cafeteria and vending machine food are limited.

Instructor

A Wisconsin licensed chiropractor in good standing and qualified to delegate the modalities listed in this course to delegable staff according to the Wisconsin Department of Safety and Professional Services.

Competencies and Performance Standards

1. Apply Mechanical Therapy

Learning Objectives

Your performance will be successful when:

- you identify the physiological effects, indications, and contraindications with the application mechanical traction.
- you review mechanical traction setting parameter examples given in class.
- you identify patient placement options on a mechanized traction table.
- you examine communication strategies to use with patients to help them anticipate what the therapy should feel like.
- you associate body size and body region of treatment with traction treatment settings.
- you review proper patient attachment .
- you identify strategies to solicit patient feedback and to ensure patient safety.
- you identify at least two situations in which a therapy is to be stopped immediately.
- you explore traction therapy approaches in clinical settings.
- you successfully complete a written evaluation including this content at the end of this course.

2. Apply light therapy

Performance Standards

Your performance will be successful when:

- you differentiate between the types of light therapy common to chiropractic health services.
- you identify the rationale for the use of light therapy.
- you observe or experience the application of light therapy in class.
- you examine communication strategies to use with patients to help them anticipate what the therapy should feel like.
- you identify strategies to solicit patient feedback and to ensure patient safety.

- you recognize at least two situations in which a light therapy is to be stopped immediately.
- you identify strategies to ensure your patient is free of the contraindications light therapy.
- you observe or experience the conduction of light therapy.
- you successfully complete a written evaluation including this content at the end of this course.

3. Perform Vital Signs (height, weight, blood pressure delegation).

Performance Standards

Your performance will be successful when:

- you identify the unit of measure associated with blood pressure, height and weight.
- you differentiate between systolic and diastolic blood pressure.
- you associate the selection of a sphygmomanometer with the size of the patient's brachium.
- you demonstrate the use of a stethoscope in listening to arterial sounds.
- you demonstrate the use of the stethoscope and sphygmomanometer in the determination of blood pressure at the brachial artery.
- you describe the use of a scale in the determination of weight.
- you differentiate between pounds and kilograms.
- you describe the determination of height.
- you identify the documentation of vital signs in the chiropractic health record.
- you identify the responsibility of staff in the chiropractic health setting to maintain patient confidentiality
- you establish a strategy to ensure patient safety in the chiropractic health setting.
- you satisfactorily complete a written evaluation on the content of this course.

CSW Therapeutic Modalities for CT Certification Part II
Example Course Schedule

HOURS:	7.0 hours of class time (30 minute separate lunch break).
INSTRUCTOR:	WI licensed chiropractor in good standing and able to delegate therapies in the courses they teach according to WI DSPS.

Part Two: Mechanical Traction, Light Therapy, Introduction to Therapeutic Modalities, Physical Examination (Vital Signs: Blood Pressure, Height, and Weight

30 minutes prior to class. Registration, Sign-in, Proof of ID required.

Hour 1 Mechanical Traction

- Physiological effects, indications, and contraindications with the application mechanical traction.
- Mechanical traction setting parameter examples given in class.
- Patient placement options on a mechanized traction table.
- Communication strategies to use with patients to help them anticipate what the therapy should feel like.
- Associate body size and body region of treatment with traction treatment settings.

Hour 2

- Proper patient placement.
- Solicit patient feedback and to ensure patient safety.
- Situations in which a therapy is to be stopped immediately.
- Traction therapy modalities in clinical settings.
- Traction therapy practice

20 minute break – open lab for practice

Hour 3 Light Therapy

- Physiological effects, indications, and contraindications with the application of light therapy.
- Common methods of light therapy applications in the chiropractic health setting.
- Communication strategies to use with patients to help them anticipate what the therapy should feel like.
- Examples of clinical light therapy applications.

Hour 4

- Effective conductance/probe/pad placement with each therapy application.
- Strategies to obtain patient feedback.
- Strategies to ensure patient safety in the application of Light Therapy.
- Light Therapy Practice
    a. Student practice and skill observation

20 minute break

1:00pm- 1:30pm	30 minute Break - LUNCH

Hour 5, 6, ½ of 7 Physical Examination – Vital Signs

Hour 5

- Lecture on blood pressure measurement.
- Demonstrate measurement and documentation.
- Use of stethoscope – including practice.
- Use of Sphygmomanometer – practice set up and listening.
- Selection of blood pressure cuff with the size of the patient's brachium.
- Proper patient placement

Hour 6

- Coordinating stethoscope use with sphygmomanometer
- Practice – Complete blood pressure measurement on 4-5 people in class.
- Troubleshooting problems.
- Documentation of BP.

- 20 minute Break

- Lecture on measure height and weight
- Units of measure.
- Documentation

Hour 7 – first half

- Documentation of BP, Ht. and Wt.
- Patient Confidentiality
- Patient encounter, meet and greet. Set the stage a positive patient experience.
- Review of BP, Ht. and Wt procedures.

Last Half of Hour 7 Part 1 Evaluation (multiple choice exam)

Exam covers content in Mechanical Traction, Light Therapy
and Physical Examination – Vital Signs (Blood Pressure, Height, and Weight).

Picture identification is required to receive a certificate of course completion.

Certificates of course completion are earned upon fully attending the course and successfully completing the course evaluation.