

Wisconsin Department of Safety and Professional Services

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CHIROPRACTIC EXAMINING BOARD

INFORMATION FOR CHIROPRACTIC LICENSURE BY ENDORSEMENT

REQUIREMENTS:

Applicants must have been engaged in clinical chiropractic case management at least 24 hours per week in one or more jurisdictions in which the applicant has a current license for at least 3 of the 5 years immediately preceding application in Wisconsin.

INSTRUCTIONS FOR COMPLETING THE APPLICATION:

1. **Application (Form #2059):** Complete the enclosed application and attach the appropriate fee. Make check payable to "Department of Safety and Professional Services". Your cancelled check will be your receipt. Mail to the Department of Safety and Professional Services, Chiropractic Examining Board, PO Box 8935, Madison WI 53708.
2. **Verification of Licensure (Form #1818):** Complete the top section of this form and forward to the state(s) in which you are/were registered/licensed. (This form may be copied). Please contact the state board(s) to inquire if they charge a fee for completing this form. This form must be returned directly to the Wisconsin Chiropractic Examining Board. Verification must include scores of practical exam, if you have not passed Part IV of the NBCE.
3. **Additional Supporting Documents:** *(All supporting documents must be received in the board office directly from the institutions. Documents received from the applicant will be rejected by the board.)* Request documents be mailed to "Department of Safety and Professional Services, Chiropractic Examining Board, PO Box 8935, Madison WI 53708-8935".
 - a) Certified transcript(s) of 2 years of a baccalaureate program at an accredited college or university; **or**
 - b) Certified baccalaureate degree transcript(s) from an accredited college or university, **only if you had first applied for a license to practice chiropractic in any jurisdiction on or after July 1, 1998.**
 - c) Certified transcript from a board-approved chiropractic college indicating date of graduation and degree granted.
 - d) Certified transcript of scores from the National Board of Chiropractic Examiners (NBCE). Applicants must pass, with a minimum score of 375 to be eligible for Wisconsin licensure.
 - e) Current copy of the CPR/AED Certificate. See DHFS website at <http://dhs.wisconsin.gov> for a listing of approved programs.

EXAMINATION INFORMATION

STATE WRITTEN JURISPRUDENCE EXAMINATION (1 hour): Objective questions to test your knowledge of the "*Wisconsin Statutes and Administrative Code Related to Chiropractic*".

A minimum score of 75 must be obtained.

SPECIAL PURPOSE EXAMINATION FOR CHIROPRACTIC (SPEC): For more information regarding the examination, please visit NBCE's website at <https://www.nbce.org/post/desc-spec.html>.

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RETAKE EXAMINATIONS

State Written Jurisprudence Examination:

An applicant who fails the state jurisprudence examination shall be required to retake that examination.

Retake examinations will be given at the next scheduled licensure examination.

EXAMINATION RECORD RETENTION

Successful examination scores of credentialed candidates are retained in an electronic credential file. **Unsuccessful** scores are retained on file until replaced by passing scores.

EXAMINATION REFUNDS

As indicated in RL 4.06 applicants will receive a refund of all but \$10.00 of the examination fee if:

- a. an applicant is found to be unqualified for an examination administered by the department or the Board;
- b. an applicant withdraws an application by written notice to the Board at least 10 days in advance of a scheduled examination; or
- c. an applicant who fails to take the examination provides a written explanation satisfactory to the Board that the applicant's failure to take the examination resulted from extreme personal hardship.

ADDITIONAL INFORMATION

The Board has no reciprocal agreements with any other state board or territories outside of the U.S.

The Board does not issue permits to practice chiropractic while the application for licensure is pending.

New licensees may **NOT** begin practice until the license has been received.