

Wisconsin Department of Safety and Professional Services

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CHIROPRACTIC EXAMINING BOARD

INSTRUCTIONS TO APPLICANTS FOR A WISCONSIN CHIROPRACTIC TEMPORARY LICENSE

INSTRUCTIONS FOR COMPLETING THE APPLICATION:

1. **Application (Form #2068):** Complete application form #2068 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):** If you are or were licensed in any other state or territory outside of the U.S., you must complete the top portion of verification form #1818 and then submit to the licensing authority of each state/territory where you are/were licensed. You may want to contact the licensing authority and inquire if there is a fee for completing the form. The licensing authority must then submit it **DIRECTLY** to this office.

PURPOSE OF A TEMPORARY LICENSE

The temporary license will be issued **ONLY** for athletic/artistic events or as an instructor for a specific chiropractic education seminar approved for continuing education by the Board.

The temporary license **MAY NOT** be used to provide relief services or practice coverage for the practice of any chiropractor licensed in this state.

The temporary license will be issued for 10 calendar days during the 12 month period immediately following its effective date unless otherwise approved by the Board. No single period of practice under the temporary license may exceed three calendar days. Additional temporary licenses may be issued at the discretion of the Board.

DENIAL OF A TEMPORARY LICENSE

A temporary license may be revoked by the Board for the following reasons:

- a. Any violations of the Wisconsin administrative code or statutes relating to the practice of chiropractic;
- b. Failure to pay the required fee;
- c. Pending disciplinary action in another state;
- d. Fraudulent or misrepresented information on the application.

ADDITIONAL INFORMATION

Please allow ample time for processing the temporary license application.

All documentation must be received in this office prior to issuance of the temporary license.

NO applicant may begin providing services in Wisconsin until the temporary license is received.