

# Wisconsin Department of Safety and Professional Services

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Madison, WI 53705  
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LicensE Portal: <https://license.wi.gov/>  
Email: [dsp@wisconsin.gov](mailto:dsp@wisconsin.gov)  
Website: <http://dsp.wi.gov>

## DIETITIANS AFFILIATED CREDENTIALING BOARD

### CREDENTIALING INFORMATION FOR DIETITIAN CERTIFICATION APPLICANTS

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED.**

##### **Initial Application or Late Renewal After Five Years**

1. Submit dietitian application and pay appropriate fee(s) online via [LicensE, https://license.wi.gov/](https://license.wi.gov/). (The credential fee is \$60.00. If applying for Late Renewal After Five Years there is an additional \$25.00 late fee.);
2. Certificate of Professional Education (**Form 2111**), (not applicable to applicants with a WI credential expired more than 5 years);
3. Dietetics Practicum Experience (**Form 2128**), (not applicable to applicants with a WI credential expired more than 5 years);
4. Proof of passage of the Academy of Nutrition and Dietetics (**AND**) examination, or Verification of Registration (Instructions below.);
5. Letters from all State Boards where credentialed/certified, active and inactive (Required if you have ever been credentialed/certified in another state.);
6. Request for a Temporary Dietitian Certificate (**Form 2112**), if applicable;
7. Convictions and Pending Charges (**Form 2252**), if applicable;
8. Malpractice Suits or Claims (**Form 2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable; and
9. Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc., if applicable.

##### **Reciprocal Applications** See [Reciprocity Information](#) for further details.

1. Submit dietitian application and pay appropriate fee(s) online via [LicensE, https://license.wi.gov/](https://license.wi.gov/). (The credential fee is \$60.00.);
2. Letters from all State Boards where credentialed/certified, active and inactive;
3. Convictions and Pending Charges (**Form 2252**), if applicable;
4. Malpractice Suits or Claims (**Form 2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable; and;
5. Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc., if applicable.

##### **Academy of Nutrition and Dietetics (AND) Instructions:**

- Go to Commission on Dietetic Registration (CDR) website: <https://www.cdrnet.org/>.
- Click on the "Verify" button in the upper right of the web page.
- Click on "Individual Credential Verification" and complete information.
- When certification populates, have it emailed to [DSPSCredMedBDAffiliates@wisconsin.gov](mailto:DSPSCredMedBDAffiliates@wisconsin.gov).

IMPORTANT: You **must** submit a Support Ticket in LicensE in order for the incoming item to be processed.

- o Go to LicensE, <https://license.wi.gov/>.
- o In the tool bar, click on "Request Support."
- o Complete and submit the "Create New Ticket" form.