

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING CREDENTIALING **CREDENTIALING INFORMATION FOR REGISTERED SANITARIAN APPLICANTS**

Applicants must conform to the education and employment criteria set forth in [Wis. Admin. Code ch. SPS 175](#). All applications must include appropriate fees and required information to be considered. Only original transcripts from colleges and/or universities are accepted. Student-issued transcripts will not be accepted.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Original Licensure Exam Candidates

1. Complete application and pay applicable fee(s) online via LicensE.
2. Official transcripts of college, university, and post-graduate degree received directly from the school.
3. Two (2) Applicant References ([Form #2768](#)): One form must be from the Employer/Supervisor and the other form must be from another professional (**non-relative**). Please use only one form per supervisor/employer.
4. Official job description.
5. Letters from all State Boards where licensed, active and inactive.

Endorsement/Reciprocal Candidates

1. Complete application and pay applicable fee(s) online via LicensE.
2. Photocopy of current registration in another state.
3. Letter of good standing directly from any state, territory, or possession of the United States, any foreign country, or any other organization that registers or certifies sanitarians where you hold a current registration (must include date of registration, registration number, name exam taken and final grade). License from other state or territory must remain active until WI credentialing is complete.

The National Environmental Health Association (NEHA) computer-based REHS/RS examination is accepted for Wisconsin registration. The examination for Registered Sanitarians covers all domains under the broad umbrella of Environmental Health and requires extensive review and study. The examination fee and DSPS fee must be submitted each time the exam is taken.

Once your application and application fee have been received and processed at the Department, a DSPS letter of eligibility to take the NEHA examination will be provided to you.

To apply for the computer-based NEHA examination, you must submit a copy of your DSPS letter of eligibility with your NEHA fee directly to NEHA, 720 S. Colorado Blvd., Ste. 1000-N, Denver, CO 80246 to schedule your examination date. Computer-based examinations are offered in several Wisconsin locations by appointment through PearsonVue.

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- Official Job Description
- Letters from all State Boards where licensed, active and inactive
- Malpractice Suits or Claims ([Form #2829](#)) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Convictions and Pending Charges ([Form #2252](#)), if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

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