

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS, AND REGISTERED INTERIOR DESIGNERS

INFORMATION FOR COMPLETING LATE RENEWAL APPLICATION FORM

(Use this form if your Wisconsin credential has been expired more than 5 years.)

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

1. **Application for Late Renewal**– If your credential has been expired more than 5 years, you must apply by late renewal after 5 or more years. Apply online via LicensE, <https://license.wi.gov/>.
2. **Fees (\$80.00)** – The total amount is for the \$55.00 credential fee plus a \$25.00 late fee. Pay online via LicensE.
3. **Experience Record (Form 2489)** – Provide a complete listing of experience during the time period you did not hold a current license in Wisconsin.
4. **Verification of Examination or Licensure (Form 475)** – To be completed by **each** state in which you have been issued a license or registration if you hold or have held a license or registration in another state. The certification form must be sent by the state directly to DSPS.
5. **Applicant Appraisal Form for Late Renewal (Form 2490)** – References from 3 licensed professionals in your field who have personal knowledge of your current experience.
6. **Continuing Education** – All professions, excluding Designer of Engineering Systems, require proof of continuing education completion.

Review Dates: Your application for late renewal will be presented to the Section for review when all required documents have been received. You must submit your application at least 2 weeks before the Board meets. You'll find a schedule of tentative Board meetings on the Department's website at <http://dsps.wi.gov>.