

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## NOTICES

### TIME FOR REVIEW AND DETERMINATION OF CREDENTIAL APPLICATIONS

Generally, a credentialing authority is required to make a determination on an original application for a credential within 60 business days after a completed application is received.<sup>1</sup> An application is completed when all materials necessary to make a determination on the application and all materials requested by the licensing authority have been received.

### PROCEDURES ON APPLICATION DENIAL

An applicant who receives a Notice of Denial may request a hearing to challenge the denial by filing a request with the appropriate Board or the Department within 45 days after the mailing of the Notice of Denial. The request must contain the applicant's name and address, the type of license sought, the reasons why a hearing is requested and a description of the mistake the applicant believes was made, if the applicant claims that the denial was based on a mistake of fact or law.

Hearing procedures are specified in ch. SPS 1 of the Wisconsin Administrative Code. A copy of ch. SPS 1 is available at most public libraries or on the Internet through the index at [http://docs.legis.wisconsin.gov/code/admincode/sps/professional services/1/1/01](http://docs.legis.wisconsin.gov/code/admincode/sps/professional%20services/1/1/01).

### MAILING ADDRESS AND CHANGE OF ADDRESS

Credential holders may use a business address as a mailing address for Department mail. A change of address must be reported to the Department within 30 days.

### PERSONALLY IDENTIFIABLE INFORMATION: USE AND AVAILABILITY

Information collected on an application form is required and will be used to determine eligibility for a credential or examination. It is not likely that the Department will use information collected by these forms for other purposes.

Credentialing is a public process with a goal of identifying those competent to protect the public. The name, city, and status of credential holders are accessible at the Department's website at <http://dsps.wi.gov> under "Online Services." Information collected on application and examination forms is available for inspection to the public under Wisconsin laws governing public records.

### CONTINUING DUTY OF DISCLOSURE

You have a continuing duty of disclosure during the application process. If information provided in the application becomes invalid, incorrect or outdated, you are obliged to provide any necessary information to ensure the information on the application remains current, valid, and truthful. Credentialing authorities may view acts of omission as dishonesty and your duty of disclosure during the application process exists until licensure is granted or denied.

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## **SOCIAL SECURITY NUMBER**

Your Social Security Number **or** Employer Identification Number (if you are applying as a business entity) must be submitted with your DSPS application.

If you do not have a Social Security Number, you must submit a statement under oath or affirmation. If your Social Security Number or a statement is not provided, your application will be denied.<sup>2</sup> A form for submitting a statement that you do not have a Social Security Number is available from the Department: <http://dsps.wi.gov>.

**The Department may not disclose the Social Security Number collected above except to the Department of Workforce Development (DWD) for purposes of administering the Child and Spousal Support Program,<sup>3</sup> to the Department of Revenue (DOR) for the purpose of determining whether you are liable for delinquent taxes,<sup>4</sup> and to the federal Healthcare Integrity and Protection Data Bank (HIPDB) for the purpose of reporting adverse actions against health care**

## **CERTIFICATION OF LEGAL STATUS**

When submitting your DSPS application, you must declare under penalty of law that you are either:

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA).

Should your legal status change during the application process or after a credential is granted, you must report this change to the Wisconsin Department of Safety and Professional Services immediately.

For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The Department complies with the Americans with Disabilities Act of 1990. The Department will make reasonable modifications to policies, practices and procedures when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to Department programs.

## **COMMUNICATIONS AND EXAMINATIONS**

Individuals who need auxiliary aids for effective communication in programs and services or who wish to request special accommodations for examination, please call (608) 266-2112 or TTY at (608) 267-2416.

## **COMPLAINTS**

Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by calling the Department's ADA Coordinator at (608) 266-2112 or TTY at (608) 267-2416.