DIETITIANS AFFILIATED CREDENTIALING BOARD

INSTRUCTIONS FOR CERTIFICATION TO PRACTICE AS A DIETITIAN

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

1. Application (Form #2113) and appropriate fee
2. Certificate of Professional Education (Form #2111), not applicable to Re-Registration applicants
3. Dietetics Practicum Experience (Form #2128)
4. Proof of passage of the Academy of Nutrition and Dietetics (AND) examination, or Verification of Registration (Form #2115)
5. Letters from all State Boards where licensed, active and inactive
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.
9. Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.
#2113 (Rev. 6/20)
Wis. Stat. ch. 457

Committed to Equal Opportunity in Employment and Licensing
Wisconsin Department of Safety and Professional Services

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- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.
- Dietetics Practicum Experience (Form #2128), not applicable to Re-Registration applicants.

ARE YOU A VETERAN? If yes, please view the Department website at http://dsps.wi.gov under “Professions” and select “Dietitian,” “Other Forms,” and “Military Licensure Benefits” for eligibility requirements.

If you qualify, are you requesting a waiver of your initial credentialing fee? □ Yes □ No
If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

If you qualify, are you requesting equivalency of your Military Training and experience? □ Yes □ No
If Yes, complete and return the Veteran Request Application Addendum (Form #2996). This form must be included with this application.

If you qualify, are you requesting Temporary Spousal Reciprocal License? □ Yes □ No
If Yes, do not complete this form. You must complete and return the Application for Temporary Spousal Reciprocal License (Form #2982).

You may contact the DVA at 1-800-WisVets or www.WISVETS.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at http://dsps.wi.gov and select “Professions,” then “Dietitian.”

PLEASE CHECK ONE FOR TEMPORARY CERTIFICATE:

□ I plan to take the next AND Registration Examination on: ______/_____/_____.
□ I have taken and am awaiting the results of the AND Registration Examination to be received by the Department.

I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S). (Include all active and inactive states.)

For each credential listed above, you are required to have each State Board or territory of the United States submit a letter of verification to the Wisconsin Dietitians Affiliated Credentialing Board. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

REGARDING THE STATES YOU LISTED ABOVE: Identify the states in which you were licensed by EXAM.

ANSWER THE FOLLOWING QUESTIONS. (Attach additional sheets if necessary.)

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<tr>
<td>1. Are you familiar with the state health laws, rules, and regulations of the Wisconsin Department of Health regarding communicable diseases?</td>
<td>□ Yes □ No</td>
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<td>2. Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency.</td>
<td>□ Yes □ No</td>
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<tr>
<td>3. Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</td>
<td>□ Yes □ No</td>
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<tr>
<td>4. Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of the action.</td>
<td>□ Yes □ No</td>
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## ANSWER THE FOLLOWING QUESTIONS. (Attach additional sheets if necessary.)

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<tr>
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<th>Question</th>
<th>Yes</th>
<th>No</th>
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<td>5.</td>
<td>Have you ever been convicted of a misdemeanor or a felony, or do you have any felony or misdemeanor charges pending against you? If yes, submit Convictions and Pending Charges Form (#2252).</td>
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<td>6.</td>
<td>Are you incarcerated, on probation, or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</td>
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<td>7.</td>
<td>Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition and complete Malpractice Suits or Claims Form (#2829).</td>
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<td>8.</td>
<td>Have your privileges ever been limited or removed? If yes, give details on an attached sheet.</td>
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<td>9.</td>
<td>Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s):</td>
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<td>10.</td>
<td>Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under:</td>
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For the purposes of these questions, the following phrases or words have the following meanings:

"Ability to practice as a Dietitian" is to be construed to include all of the following:
1. The cognitive capacity to make appropriate clinical diagnoses and exercise reasoned dietetic judgments and to learn and keep abreast of dietetic developments; and
2. The ability to communicate those judgments and dietetic information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
3. The physical capability to perform dietetic tasks such as examination and treatment procedures, with or without the use of aids or devices, such as corrective lenses or hearing aids.

"Medical Condition" includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, Cerebral Palsy, epilepsy, Muscular Dystrophy, Multiple Sclerosis, cancer, heart disease, Diabetes, mental retardation, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction and alcoholism.

"Chemical Substances" is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

"Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or within the past two years.

"Illegal use of Controlled Dangerous Substances" means the use of controlled dangerous substances obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the directions of a licensed health care practitioner.

11. Do you have a medical condition, which in any way impairs or limits your ability to practice as a Dietitian with reasonable skill and safety? If yes, please explain.  
12. Does your use of chemical substance(s) in any way impair, or limit your ability to practice as a Dietitian with reasonable skill and safety? If yes, please explain.  
13. Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? If yes, please explain.  
14. Are the limitations or impairments caused by your medical condition reduced, or ameliorated because of the field of practice, the setting, or the manner in which you have chosen to practice? If yes, please explain.  
15. Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.  
16. Are you currently engaged in the illegal use of controlled dangerous substances?  
17. If yes, are you currently participating in a supervised rehabilitation program or professional assistance program, which monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances? If yes, please explain.
CERTIFICATION OF LEGAL STATUS:
I declare under penalty of law that I am (check one):

☐ 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).

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.

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

CONTINUING DUTY OF DISCLOSURE
I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT
I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I’ve provided to the Department of Safety and Professional Services change.

Signature: ____________________________ Date: ___ / ___ / ___