

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
Website: <http://dsps.wi.gov>

BOARD OF NURSING CREDENTIALING INFORMATION FOR REGISTERED NURSE/LICENSED PRACTICAL NURSE APPLICANTS

All applicants Complete application and pay applicable fee(s) online via LicenseE. In addition to the complete application and appropriate fee, please see your method of application below for additional requirements.

LICENSURE BY EXAMINATION: (Applicant requesting to sit for NCLEX, not previously licensed in another U.S. state.) To be eligible for a WI multi-state license, your primary state of residency **must** be Wisconsin, **or** you must indicate on the application that you plan to move to Wisconsin.

- 1. Non-Foreign Educated Exam Applicants Only:** (Applicant graduated inside the U.S. or in a U.S. territory.)
 - **WI Board-Approved Statement of Graduation or Completion (DSPS Form #259):** (Required for graduates from a WI state Board-approved School located in WI.) This form must be returned directly from your school to the WI DSPS. Forms received from the applicant will be rejected by the Board. This form should not be completed by your school of nursing until after you have graduated from or completed the Board-Approved School of Professional/Practical Nursing Program. Anticipated dates of graduation or completion on Form #259 will not be accepted.
 - **Official Transcripts** - (Required for applicants who graduated from a state outside of WI but in the U.S. or in a U.S. territory.) Transcripts must be sent directly from your school to the WI Board of Nursing after graduation. Official transcripts received from the applicant will be rejected by the Board. Transcripts submitted before graduation do not contain degree conferral dates will be rejected by the Board. Transcripts may be emailed directly from the school to DSPSCredNursing@wi.gov or mailed to the above address.
- 2. Foreign Educated Exam Applicants Only:** (Applicant graduated outside the U.S. or U.S. territory, including graduates of Canada.)

RN Foreign Educated Exam Applicants (Required: Item A below OR Items B AND C below.)

 - A. CGFNS Certification Program** - For details regarding completing the Certification Program, please contact the Commission on Graduates of Foreign Nursing Schools (CGFNS) at (215) 222-8454 or visit www.cgfns.org. Once you have completed the Certification Program and have received a certificate from CGFNS, you must request that CGFNS send a valid certificate directly to the WI Board of Nursing. Certificates received from the applicant will be rejected by the Board.
 - B. Credential Evaluation Services (CES) Report** - Contact the Commission on Graduates of Foreign Nursing Schools (CGFNS) at (215) 349-8767 or visit <http://www.cgfns.org> to request that CES send a valid CES report directly to the WI Board of Nursing. Reports received from the applicant will be rejected by the Board.
 - C. TOEFL/IELTS Report Required** - Contact the Test of English as a Foreign Language (TOEFL) at P.O. Box 6151, Princeton, NJ 08541-6151, or International English Language Testing System at <http://www.ielts.org> and request TOEFL send a copy of the test result scores directly to the WI Board of Nursing. Scores received from the applicant will be rejected by the Board.

LPN Foreign Educated Exam Applicants (Required: Items D AND E below.)

 - D. Credential Evaluation Services (CES) Report** - Contact the Commission on Graduates of Foreign Nursing Schools (CGFNS) at (215) 349-8767 or visit www.cgfns.org to request a valid CES report to be sent directly to the WI Board of Nursing. Reports received from the applicant will be rejected by the Board.
 - E. TOEFL/IELTS Report Required** - Contact the Test of English as a Foreign Language (TOEFL) at P.O. Box 6151, Princeton, NJ 08541-6151, or International English Language Testing System at www.ielts.org to request a copy of the test result scores be sent directly to the WI Board of Nursing. Scores received from the applicant will be rejected by the Board.
- 3. NCLEX Registration** - To register for the NCLEX examination you must go online to <http://www.vue.com/nclex>. Follow the NCLEX registration instructions. **Note:** If possible, it is highly recommended to register with PearsonVue **before** the school submits your statement of graduation/transcript. If you are not able to register until after the school submits your approval, be sure to read your application status thoroughly as you may need to email the Department to let us know after you have registered. Not reading the full status comments can cause delays in approval. (Once your application is entered into the DSPS credentialing system, your application status will be viewable online at <https://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx>.)
- 4. Temporary Permit for Exam Applicants (Form #2434) (optional)** – In addition to Form #2434 and the \$10.00 temporary permit fee, the Department also requires a completed application for permanent licensure and proof of graduation from a WI Board-approved school or comparable school of professional/ practical nursing prior to granting a temporary permit. A temporary permit cannot be processed until all of those requirements are satisfied. Exam applicants must have a supervising RN and the department must receive proof of graduation/ completion from the school prior to issuance. A temporary permit is valid for a period of three months or until the holder receives notification of failing the NCLEX examination. An applicant for RN/LPN licensure who holds a valid permit under this Temporary Permit section or [Subchapter IV of Wis. Admin. Code ch. N2](#) may use the title “Graduate Nurse/Graduate Practical Nurse” or the letters “GN/GPN” and shall not practice beyond the scope of the license the holder is seeking to obtain. The holder is required to practice under the direct supervision of an RN. The supervisor must be on-site and immediately available at all times. You may not practice as an RN/LPN in Wisconsin unless you have either a permanent license or temporary permit.
- 5. Fingerprints** – If you are applying for a **multistate** license you will receive information on how to obtain digital fingerprints **after** the Department has received a signed Authorization for Release of FBI Information (Form #2687).
- 6. Authorization for Release of FBI Information (Form #2687)** – Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license. **Form, with photograph, must be submitted if applying for a multistate license.**

Wisconsin Department of Safety and Professional Services

LICENSURE BY ENDORSEMENT: (applicant who holds an active license in another state and has already taken and passed NCLEX) To be eligible for a WI multi-state license, your primary state of residency **must** be Wisconsin, **or** you must indicate on the application that you plan on moving to Wisconsin.

1. **Verification of Licensure** - The Department requires verification of licensure of the initial exam state license and a current state. If the initial exam state license is still active, only that state's license verification is required.

How to verify to DSPS

- **To obtain verification from another state board, you must first view the NURSYS website at www.nursys.com to see if your verification can be processed through NURSYS.** You must complete the NURSYS Licensure Verification process, pay their fee, and designate WI as the recipient of the verification. The Licensure Quick Confirm Report will not be accepted by the Board as proof of verification.
- **If the state in which you currently have or initially held a license as an RN/LPN is not one of the participating states which use the NURSYS verification process,** contact each state board to request a verification of licensure be sent to Wisconsin. This verification must be returned directly from the other state board(s) to the WI DSPS. Verification can be mailed to address given above or emailed directly to DSPSCredNursing@wisconsin.gov. Verifications received from the applicant will be rejected by the Board.
NOTE: Our department does not have a form to make this request as each state Board has its own standardized verification letter.

2. **Temporary Permit for Endorsement applicants - (optional)** The temporary permit would only be needed if your initial exam state or current state of licensure does not participate in NURSYS license verification. If review of the file is necessary (i.e., convictions, malpractice, etc.), we would not be able to issue a temporary permit. If a temporary permit is needed, submit Form [#2434](#), check the temporary permit box on Page 1 of the application and submit an additional \$10.00 fee.
3. **Fingerprints** – If you are applying for a **multistate** license you will receive information on how to obtain digital fingerprints **after** the Department has received a signed Authorization for Release of FBI Information (Form [#2687](#)).
4. **Authorization for Release of FBI Information (Form #2687)** – Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license. **Form, with photograph, must be submitted if applying for a multistate license.**

LICENSURE RENEWAL AFTER FIVE YEARS: (applicants who have held a previous WI license that has been expired five (5) or more years)

1. **Verification of Licensure** - The Department requires verification of licensure of any current state license or verification of any state license issued after expiration of the WI license if the applicant does not hold a current license in another state. See 'How to verify to DSPS' above for instructions.

How to verify to DSPS

- **To obtain verification from another state board, you must first view the NURSYS website at www.nursys.com to see if your verification can be processed through NURSYS.** You must complete the NURSYS Licensure Verification process, pay their fee, and designate WI as the recipient of the verification. The Licensure Quick Confirm Report will not be accepted by the Board as proof of verification.
- **If the state in which you currently have or initially held a license as an RN/LPN is not one of the participating states which use the NURSYS verification process,** contact each state board to request a verification of licensure be sent to Wisconsin. This verification must be returned directly from the other state board(s) to the WI DSPS. Verification can be mailed to address given above or emailed directly to DSPSCredNursing@wisconsin.gov. Verifications received from the applicant will be rejected by the Board.
NOTE: Our Department does not have a form to make this request as each state Board has its own standardized verification letter.

2. **Fingerprints** – If you are applying for a **multistate** license you will receive information on how to obtain digital fingerprints **after** the Department has received a signed Authorization for Release of FBI Information (Form [#2687](#)).
3. **Authorization for Release of FBI Information (Form #2687)** – Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license. **Form, with photograph, must be submitted if you are applying for a multistate license.**

NURSE REFRESHER COURSE REQUIREMENTS - (for Endorsement or 'Renewal After Five Years' Applicants (not applicable Exam applicants))

An applicant, who does not have current nursing education or has not been employed in a position that requires a nursing license within the last five (5) years, may apply to the Board for a limited license to enable the applicant to complete a nursing refresher course(s) approved by the Board. Upon successful completion of an approved nursing refresher course(s), the license holder may petition the Board for full licensure.

For a list of Board Approved Nurse-Refresher courses please visit our website at <http://dps.wi.gov/Boards-Councils/Board-Pages/Board-of-Nursing-Main-Page/Board-of-Nursing-Nursing-Refresher-Courses/>.

NOTICE If an application file does not have any activity for one year or more, it may be abandoned/withdrawn on our system without notification to the applicant. It is recommended to complete the application process in a timely fashion to ensure this does not happen.

Wisconsin Department of Safety and Professional Services

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

- Complete application and pay applicable fee(s) online via LicenseE
- WI Board-approved Statement of Graduation or Completion from Nursing School (**Form #259**), (Exam applicants from WI Board-Approved Schools only)
- Verification of Licensure
- Official Transcripts, (for Exam Applicants from a Non-WI Board-Approved School in U.S. only)
- CGFNS Certificate (RN foreign Graduate Exam Applicants only).
- FBI Authorization (**Form #2687**), (For multistate license **only**)
- CES Report from CGFNS (LPN foreign Graduate exam applicant only)
- TOEFL/IELTS (LPN foreign graduated exam applicant only)
- Convictions and Pending Charges (**Form #2254**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations, and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.