

Wisconsin Department of Safety and Professional Services

2017 Licensed Practical Nurse Workforce Survey

Frequently Asked Questions

- 1) When does the license renewal and survey start?**
The 2017 Licensed Practical Nurse (LPN) license renewal and workforce survey begins March 8th, 2017 and ends April 30th, 2017.
- 2) How and when will I be notified about the renewal process?**
The Department of Safety and Professional Services will email a renewal notice postcards on or before March 8th, 2017. If you do not have an email on file, a green postcard will be mailed to the address listed on file with the department. The email or postcard will include instructions for completing the renewal process and survey online and how to obtain materials to renew by mail. ***This email or postcard will be the only official notice, so be sure to look for it. The email will come as important from the Wisconsin Department of Safety and Professional Services with a subject line of Licensed Professional Nurses Renewal. The postcard will be green in color, if you do not have an email on file.***
- 3) How long will it take to complete the survey?**
The online renewal or paper survey is expected to take most nurses about 15 minutes. The survey includes 55 questions, but no individual will answer all of them. The actual number of questions posed will depend on each nurse's situation.
- 4) What should I have ready to help me complete the survey?**

 - Your nursing credential number and pin to login and complete the survey online;
 - The year you received your first LPN license;
 - The year(s) you received your diploma(s);
 - County and zip code location of your place(s) of work.
- 5) Can I save the survey and come back later to complete it?**
Yes. If you need to log back in at a later time to complete the survey, you will be prompted to start where you left off. **You must close, not minimize your internet browser and allow 20 minutes before you can log back into the survey.** It is also important that your internet browser is reasonably up to date (within a few years).
- 6) Is the survey mandatory to get my license renewed?**
Yes. The state budget, 2009 Wisconsin Act 28 signed into law on June 29, 2009, mandates the satisfactory completion of the nursing workforce survey to renew Licensed Practical Nurse licenses. This survey will be a required component of every renewal.

See Wisconsin Statute 106.30 <http://docs.legis.wisconsin.gov/statutes/statutes/106/II/30>
- 7) What organizations supported the development of the Nursing Workforce Survey?**
The Wisconsin Association of Licensed Practical Nurses, Association of Nurse Educators of Wisconsin (ANEW), the Wisconsin Center for Nursing (WCN), the Wisconsin Nurses Association (WNA), the Wisconsin Nursing Coalition (WNC), and the Departments of Health Services (DHS), Safety and Professional Services (DPS formerly DRL) and Workforce Development (DWD) helped create the survey.
- 8) How was the survey developed?**
By a work group from organizations listed under FAQ #7 and technical survey experts.
- 9) How will the survey data be used?**

The data will be used to produce detailed and accurate information about the current supply, demand, location, and skill level of Wisconsin's LPNs. The information will be used by public policymakers, educational programs, nursing organizations, and health care organizations to develop strategies to assure a sufficient, diverse and highly skilled nursing workforce in Wisconsin.

10) What data will be released?

A formal report summarizing findings from the survey will be presented to various state officials and representatives of the Wisconsin nursing profession as specified by 2009 Wisconsin Act 28, and made available to the general public. In addition, nurse researchers working with the Wisconsin Center for Nursing will conduct an in-depth analysis of the LPN data. Their report will be available on the Wisconsin Center for Nursing website at www.wicenterfornursing.org.

11) Is my license number public information?

Yes. License numbers and associated information for individual health professionals, business professionals, and business entities are public information and are available online at the Wisconsin Department of Safety and Professional Services; however, no personally-identifiable information gathered from the survey will be available to the public.

12) Will someone be able to identify my personal responses?

No. Personally-identifiable information is not attached to the survey responses. The data collected are kept strictly confidential. All data results will be presented in an aggregate format so that no one individual's responses can be distinguished. For example, if there is one or only a very few nurses in a specific position or job title in a specific employment setting and in a specific geographic location, survey data at this level of detail will not be shared because it could be used to identify individuals. No information collected will be publicly reported in a way potentially revealing individual responses.

13) How much is the renewal fee?

The 2017 renewal fee is \$86. If you are renewing late, an additional \$25 is added.

14) What is the web address for the online renewal process?

Go to <https://online.drl.wi.gov/UserLogin.aspx> and Login with your license number and PIN.

15) Who do I contact if I have questions about my license renewal or how to submit the survey?

Contact the renewal office at the Department of Safety and Professional Services, telephone 608-266-2112, email DSPSRenewal@wisconsin.gov.

16) Where do I find the results of the nursing survey?

Please check the Department of Workforce Development WORKnet website for the report when published at:

<http://worknet.wisconsin.gov/worknet/worknetinfo.aspx?htm=publications>.

17) Where do I direct my questions regarding the content of the survey?

During the open renewal period, NursingSurvey@dwd.wisconsin.gov is an email address for questions, comments and/or suggestions. This email address will be only be monitored during the open renewal period of March 8th to April 30th, 2017.

If you completed your survey online, you do not need to send a hard copy to the Department. If you are completing a paper survey, please email or fax your completed survey to: DSPSRenewal@wisconsin.gov or 608-251-3036.

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