



FAQ for License Renewal

What do I do if I am having trouble logging into LicensE?

If you have forgotten your password, visit license.wi.gov and click “Forgot/Change Password” on the login screen.

A screenshot of a login form. At the top, it says "Welcome back". Below that, a placeholder text says "Please enter your username and password to sign in.". There are two input fields: one for "Username" and one for "Password". At the bottom right of the form, there is a link "Forgot/Change Password?" which is circled in red. A blue "Sign In" button is at the bottom center.

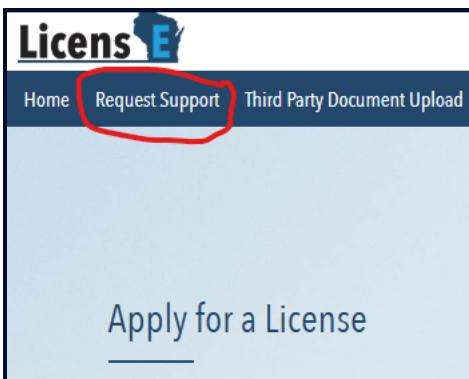
Enter your username, which is often your email with “.dsps” at the end (ex: Janesmith@gmail.com.dsps). This will send password reset instructions to your email. If you do not receive a password reset email, please check your spam or junk folder. If you do not find it there, or you are having other trouble logging in, please create a support ticket by clicking “Request Support” from the blue banner along the top of the page at license.wi.gov. Once your password is reset, sign in with your updated credentials.

Video – [How to Reset Your Password](#)

Video- [Log-in Issues](#)

How do I contact a member of DSPS staff for assistance?

The best way to reach out to our team for assistance is to create a support ticket. Visit license.wi.gov and select “Request Support” on the top blue banner.



Fill in the details of the request form. In the description, please add your name, date of birth, and the last four digits of your social security number, along with the description of your issue. *Please be as detailed as possible.* We request the identifying information because it is possible another license holder has the same name, and we want to ensure we are communicating with the correct person. We respond to all support tickets within 10 days.

How do I change my name or address in LicensE?

Once you have logged into your LicensE account, you will see an “Amendments” tab on the top blue banner. Click that tab and you will be able to submit a Request for Amendment. For a name change, please upload a clear photo of one of the requested documents.

Video – [How to Change My Address](#)

Video – [How to Change My Name](#)

Can I print a physical copy of my license?

Yes. Once you renew your license, on your LicensE home page you should select “view my approved licenses”. Go to the far-right hand side to the drop-down carrot. Under “View my certificates”, you can download and print your certificates. You can also receive a certificate signed by the Governor by selecting “Wall certificate fee”.

Video – [How to Get Your License Certificate](#)

What documents do I need to upload on the Supporting Documents page?

You only need to upload documents marked by a red asterisk. If you checked YES to the conviction statement on the Declarations page, then you need to upload documents. If you do not have any pending charges and/or convictions to report, then you do not need to upload any documents to renew your license.

Video – [How to Upload a Document to an Application](#)

I reported a pending charge or conviction, and now my renewal is in legal review. Will the review be completed before my license expires?

If you submit a timely and sufficient application for renewal, the existing license does not expire until the agency takes final action on the application. [Wis. Stat. s. 227.51\(2\).](#)

So, if you submit a renewal application and make the associated fee payment by 11:59pm on the final day of the renewal period, the license remains valid until review of the renewal application is complete.

NOTE: The applicant must remain responsive to any requests of the Department necessary to complete review of the application.

Nursing Specific FAQs

Video- [Walk through of Renewal Application](#)

I have an RN and a Nurse Midwife license. Do I renew both?

Renew your Nurse Midwife credential first. Once that credential is renewed, your Registered Nurse (RN) credential will automatically renew and update to the new end date. You should only renew your RN credential if you do not renew your Nurse Midwife credential.

What does Primary State of Residence mean?

Your Primary State of Residence (PSOR) is where you have a current driver's license, voter card, federal income tax return from the previous year, military form no. 2058, or W2 form from the previous year. If you cannot claim Wisconsin as your PSOR, you are not eligible for a multi-state license. You can only have one state as your PSOR.

Can I apply for a multi-state license or switch to a single state license during my renewal?

Yes. This can be done through the "Amendments" tab along the top blue banner once you log in to your account at license.wi.gov.

I have permanently moved from WI to another Compact state. Can I renew my WI RN multi-state license?

No, if you have not already, you must apply for an RN license in your new home state. Your WI multi-state license will become an inactive single state license when you are issued a multi-state license in your new state. You can only hold a multi-state license in your Primary State of Residence.

I have a multi-state license in another state. Do I renew my WI RN license?

If you hold an active multi-state license from another state, you cannot renew your WI license unless you have moved back to WI permanently.

I have a single state license in another Compact state. Can I renew my WI RN license?

Yes, you can renew your single state WI RN license.

I have a single state RN license in a non-compact state. Can I renew my WI RN license?

Yes, you can renew your single state WI RN license. A nurse must hold an active license in the state in which they are practicing.

Why has the renewal fee increased?

Every two years, DSPS reviews and, when necessary, adjusts fees based on the cost of work needed to credential and regulate each profession. The fee to renew the Registered Nurse license is \$73.00.

Do I have to complete the survey to renew?

Yes, the survey is a statutory requirement to renew your nursing credential per [Wis. Stat § 441.01\(7\)\(a\)1](#).

Video- [Walkthrough of survey](#)

Why is there a Nurses Survey Fee?

The \$4 fee is statutorily required per [Wis. Stat § 441.01\(7\)\(a\)2.](#)

What Information do I need for the survey?

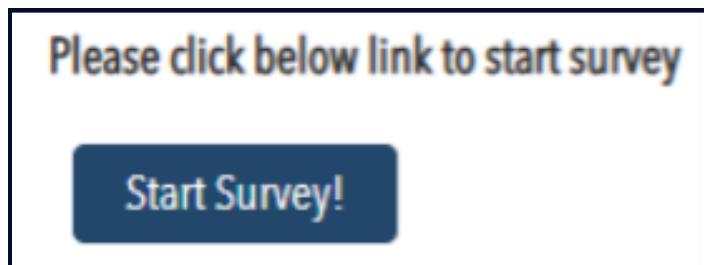
The questions relate to education, demographics, specialization, employment status, direct patient care, current position, advanced practice nursing, and AI.

Info you may not have top of mind:

- The year you first received your initial US licensure as an RN.
- The year you first received your Wisconsin license as an RN. To find this date, go to <https://app.wi.gov/LicenseSearch/>
- The county of your primary place of work.

How do I complete the survey?

The survey can be found on the “Survey” page of the renewal application. Click the blue button that says, “Start Survey!”.



This will launch the survey in a new window. The survey will take 20-30 minutes to complete.

You will see a green box at the top of the page once your survey has been successfully submitted.



If you click submit and **DON'T** see the green box above, you have likely missed a question. If you have missed a question and you click submit, the survey will move the question you have missed to the top of the screen for you to answer before clicking submit again.

Review to make sure you answer all the questions provided. Not every question is provided to every applicant, as some are based on your answers to previous questions.

Once you have successfully submitted the survey, the “Pay and Submit” button will appear on the Payment page.



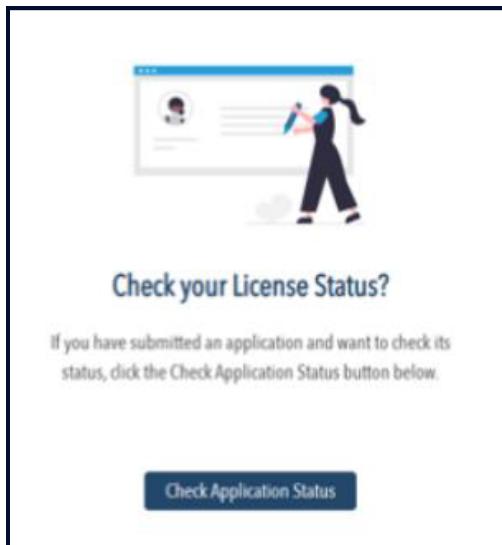
If you have not completed the survey or if you have missed a question, you will not be able to pay and submit your renewal application.

Do I have to complete the Renewal Application or Survey in one sitting?

No, you can click “Save for Later” at the bottom of the survey. All your answers are saved. However, it is your responsibility to return and complete your renewal and survey prior to 11:59pm on February 28, 2026.

How do I find my partially completed application or the survey?

Log into your LicensE account. From the landing page, click on “Check your License Status.”



Then, from the action drop-down, click “Continue”.

APPLICATION NO.	APPLICATION METHOD	LICENSE TYPE	SPECIALTY APPLICATION	SPECIALTIES SELECTED	APPLICATION DATE	STATUS	ACTION
PAR-0000-XXXX	Renewal Application	Registered Nurse - Renewal	No		01/07/2026	Draft	Continue

This will open your renewal application. Please respond to any unanswered questions. To finish the survey, click “Start Survey!” from the survey page of the renewal. It will relaunch the survey so you can complete it.

I have not worked since my last renewal. How do I answer the “Where have you practiced” question?

If you have not worked in any state since your last renewal, you will check the box for NONE. You will then check the box for currently not working, which is located below the list of states. You do not need to be currently working to renew your nursing license.

Where can I find information about the new Advanced Practice Registered Nurse Credential?

2025 Wisconsin Act 17 (AB-257) was signed into law on August 8, 2025 and goes into effect September 1, 2026. The Board of Nursing is diligently working on the many rules and requirements for each of the four distinct APRN roles, and the pathways to receive the credential. We will share more information once details are finalized. The four distinct roles are:

- Certified nurse-midwife; CNM
- Certified registered nurse anesthetist; CRNA
- Clinical nurse specialist; CNS
- Nurse practitioner; NP