



Memorandum

Date: May 8, 2020
To: Athletic Trainer License Holders
From: Dawn B. Crim, Secretary-designee
RE: License Renewal and CE Extension

As you know, we are in the midst of a public health emergency caused by the COVID-19 pandemic. We understand that current circumstances are changing our working conditions and making much of life more challenging. The Department of Safety and Professional Services is working closely with Governor Evers' administration to find ways to position our health care workforce to respond effectively. Please visit our [website](#) for all DSPPS COVID-19 documents, including orders.

In an effort to allow health care workers to focus on providing care and not on administrative responsibilities, the governor signed Act 185, which suspends certain license renewals. Because of that, we are working to extend the deadline for your license renewal. If it has not already, your license will be extended through August 30, 2020. All licenses will remain active until August 31, 2020. Any unexpired licenses will expire on August 31, 2020.

Additionally, we realize that COVID-19 has led to cancellations and postponements of conferences, conventions and other meetings where individuals often earned continuing education credit. If you are unable to complete your Continuing Education (CE) requirements because of COVID-19-related disruptions, you may request a CE waiver. Please indicate your request for a CE waiver when you file for renewal of your license. Please include a statement and any supporting documentation regarding your inability to complete CE requirements. We are suspending fees for CE waiver requests related to COVID-19, and we will review each waiver request individually.

Granted waivers will not eliminate the need to complete CEs. Rather, we will renew licenses with a CE extension provision, which will expire on January 31, 2021. Any CE earned during the extension will first be applied to any 2020 renewal deficits. Once 2020 CE requirements are satisfied, any extra credits earned will be applied to the 2022 renewal period.

Finally, some credential holders received an auto-generated message that their license had already been renewed. This was erroneously generated by our email system. **While deadlines have been delayed, you still need to complete the renewal process for your license to be renewed.**

Our intent with these decisions is to alleviate concerns about meeting licensing requirements, given current circumstances. Thank you again for your professional service and for your work to promote public health and safety in Wisconsin.