



**LICENSURE FORMS COMMITTEE
MEDICAL EXAMINING BOARD
Room N208, 4822 Madison Yards Way, Madison
Contact: Yolanda Y. McGowan (608) 266-2112
March 20, 2019**

The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Committee. A quorum of the Board may be present during any committee meetings.

AGENDA

9:30 A.M.

(or immediately following the Medical Examining Board meeting)

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1)**
- B. Approval of Minutes of February 20, 2019 (2)**
- C. Administrative Updates**
 - 1. Department and Staff Updates
- D. Review of Application and Renewal Forms**
 - 1. Revised Application Form #570 **(3-23)**
 - 2. Renewal Forms – Paper Renewal Follow-Up **(24-33)**
- E. Next Steps**
- F. Public Comments**

ADJOURNMENT

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. To confirm a meeting or to request a complete copy of the committee's agenda, please call the listed contact person. The committee may consider materials or items filed after the transmission of this notice. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112

**LICENSURE FORMS COMMITTEE
MEDICAL EXAMINING BOARD
MEETING MINUTES
FEBRUARY 20, 2019**

PRESENT: David Bryce, M.D. (*arrived at 10:31 a.m.*); Padmaja Doniparthi, M.D.; Lee Ann Lau, M.D.; David Roelke, M.D.

EXCUSED: Bradley Kudick

STAFF: Tom Ryan, Executive Director; Dale Kleven, Administrative Rule Coordinator, Kate Stolarzyk, Bureau Assistant; and other Department staff

CALL TO ORDER

Tom Ryan, Executive Director, called the meeting to order at 10:07 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: David Roelke moved, seconded by Lee Ann Lau, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JANUARY 16, 2019

Amendments to the Minutes

- Changing “Lee Ann Lau, Chair, called the meeting to order at 1:09 p.m.” to read as follows:
 - “Tom Ryan, Executive Director, called the meeting to order at 1:09 p.m.”

MOTION: David Roelke moved, seconded by Lee Ann Lau, to adopt the minutes of January 16, 2019 as amended. Motion carried unanimously.

(David Bryce arrived at 10:31 a.m.)

ADJOURNMENT

MOTION: David Roelke moved, seconded by David Bryce, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:56 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Zachary Hendrickson, Records Management Program Supervisor		2) Date When Request Submitted: 3/11/2019 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Medical Examining Board Licensure Forms Committee			
4) Meeting Date: 03/20/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Revised Application From 570	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: During the February 2019 meeting, the committee suggested changes to the current application (Form 570) for physician licensure. These changes have been incorporated. Attached, please find an edited version and a version of the application if the changes are adopted. Please review questions 15-20 and provide feedback as necessary.			
11) Authorization <hr/> Zachary Hendrickson 3/22/2019 <hr/> Signature of person making this request Date <hr/> Supervisor (if required) Date <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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>

MEDICAL EXAMINING BOARD

INFORMATION FOR COMPLETING MEDICINE AND SURGERY APPLICATION FORM

PLEASE PLAN AHEAD:

Applicants, recruiters, institutions, and others involved in the placement of individuals who seek to be credentialed in the state of Wisconsin should understand that the credentialing process takes time and that credentialing is not guaranteed to any applicant. Factors that determine the length of time it may take to process an application include the length of time the applicant has been in practice, the total number of jurisdictions in which the applicant has been credentialed, and the length of time it takes for supporting documents to be received in the Board office and reviewed.

The application consists of an all-inclusive packet with instructions and information on all applicable requirements. We strive to process applications in a timely fashion. We cannot issue a credential until all of the required documents have been received and reviewed in the Board office.

It is the Department's mission and legislative mandate to provide consumer protection for Wisconsin residents. The Department and the Board have been asked to waive requirements to expedite the process, only to discover legitimate grounds to deny a credential. This can present a serious problem for the applicant, recruiter, or institutions if the applicant has relocated, purchased property, or made other commitments prior to the issuance of a Wisconsin credential. **We urge you not to make these moves until you know that your credential has been issued.** Please "plan ahead" as we cannot speed up the credentialing process or waive supporting documents even in emergency situations.

FEDERATION CREDENTIALS VERIFICATION SERVICE (FCVS):

The Department accepts the physician information profile completed by FCVS through the Federation of State Medical Boards. If you choose to utilize FCVS, you will **not** need to submit DSPS forms to verify the following: Medical School Education (**Form #2164**), Post-Graduate Training (**Form #2165**), reporting of licensure exam scores, Physician Data Center Profile from the Federation of State Medical Boards (**Form #1445**), or ECFMG certificate. You may obtain this service online at www.fsmb.org.

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

- DSPS Application (**Form #570**) and fee
- Copy of ECFMG certificate if a Foreign Graduate (**FCVS**), **not applicable for Re-Registration**
- Joint Commission Certified Hospital, Facility, and Employer Verification (**Form #3046**), **if applicable**
- Medical Education Verification (**Form #2164**) (**FCVS**), **not applicable for Re-Registration**
- Certificate of Post-Graduate Training (**Form #2165**) (**FCVS**), **not applicable for Re-Registration**
- National Board, FLEX, State Board, USMLE or LMCC score (**FCVS**), **not applicable for Re-Registration**
- National Practitioner Data Bank Report
- Proof of 30 hours of CE completed in the previous biennium (**Re-Registration applicants**)
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, **if applicable**
- Letters from all State Boards where licensed, **including active and inactive licenses**
- Signed Authorization and Waiver (**Form #571**)
- Physician Profile Data Report from the American Medical Association (AMA), or American Osteopathic Association (AOA)
- Physician Data Center Profile from the Federation of State Medical Boards (**Form #1445**) (**FCVS**)
- Hospital, Facility, and Employer Verification (**Form #2167**)
- Convictions and Pending Charges (**Form #2252**), **if applicable**

MAILING INSTRUCTIONS: Mail the Application for Licensure, the appropriate fee, and documentation to the following address:

MAILING ADDRESS:

DSPS
ATTN: MEDICAL EXAMINING BOARD
P.O. BOX 8935
MADISON WI 53708-8935

EXPRESS DELIVERY:

DSPS
ATTN: MEDICAL EXAMINING BOARD
4822 MADISON YARDS WAY
MADISON WI 53705

Wisconsin Department of Safety and Professional Services

ENDORSEMENT OF FLEX AND/OR USMLE EXAM SCORES:

Please request an electronic transcript of your USMLE and/or FLEX exam score(s) taken at: <https://usmle.fsmb.org/TranscriptRequests> to be forwarded directly to the Department.

ENDORSEMENT OF NATIONAL BOARDS:

Please request that a copy of your exam score(s) be forwarded directly to Wisconsin Medical Examining Board. Forms are available at www.nbme.org. NBME will forward this information directly to the Department.

ENDORSEMENT OF NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS CERTIFICATION:

Submit your request for an "Endorsement of Certification/Official Transcript" and fee to the National Board of Osteopathic Medical Examiners (NBOME) at www.nbome.org. Transcripts must be sent directly from NBOME to the Department.

ENDORSEMENT OF LMCC: (Must be taken after January 1, 1978)

Direct certification from the Medical Council of Canada (LMCC) is required and must be sent directly from LMCC to the Department.

RECIPROCITY OF ANOTHER STATE BOARD EXAM TAKEN PRIOR TO 1972:

Scores must be certified by the State Board where taken and sent directly to the Department. The State Board submitting the information must include all the subjects covered in the examination, scores received, general average, date of the examination, license number, date of issuance, status of licensure, and any information pertaining to the disciplinary action.

VERIFICATION OF OTHER MEDICAL LICENSES:

You are required to have each State Board in which you have ever been licensed submit letters of verification to the Department. The letters must indicate your date of birth, license number, date of issuance, and a statement regarding disciplinary actions. These letters will be required in order to complete your application for licensure. Verifications can be submitted directly to the Department via email to DSPS CredMedBd@wisconsin.gov.

NATIONAL PRACTITIONER DATA BANK:

All candidates must request the "Practitioner Request for Information Disclosure" (Self-Query) from the National Practitioners Data Bank. Self-Queries (NPDB) can be found at <http://www.npdb.hrsa.gov>.

Select the option that reads "Self-Query." After the NPDB has completed your request, they will send the Self-Query response directly to you. Once received, you will need to forward a copy of the response to the Department. This report may be emailed to DSPSCREDMEDBD@wi.gov or faxed to (608) 261-7083. If you have further questions regarding this report, contact the NPDB helpline at 1-800-767-6732.

PHYSICIAN PROFILE DATA REPORT FROM AMA OR AOA:

All MD's applying for licensure must complete the Physician Profile Data Report. This request can be made from the following website: <https://profiles.ama-assn.org/amaprofiles>.

All DO's applying for licensure must use the AOA website at www.DOPROFILES.org.

Wisconsin Department of Safety and Professional Services

ORAL EXAMS:

The oral exam process in the State of Wisconsin was created under Wis. Admin. Code § MED 1.06(1). **If you are selected to appear for an oral exam**, you will be scheduled to appear before the Review Panel at one of the regularly scheduled Board meetings. If you are selected for an oral examination, the additional oral examination fee of \$266.00 will be required prior to being scheduled for this exam.

FOREIGN GRADUATES:

- **ECFMG Certificate:** Graduates of foreign medical schools must provide a copy of an ECFMG certificate with “valid indefinitely” status.
- **Fifth Pathway Certificate:** If you participated, you must submit a copy of your Fifth Pathway certificate from the program you attended.

VISITING PHYSICIAN:

This license is designed for a graduate of a medical school, or an osteopathic college approved by the Board, who is invited to serve on the academic staff of a medical school in this state as a Visiting Physician.

A Visiting Physician Application process is almost identical in processing time and of the documentation required as a permanent license, with the following additional requirement. A signed letter from the President or Dean of a medical school, facility, or college in Wisconsin indicating that the applicant intends to teach, research, or practice medicine and surgery at a medical education facility, medical research facility, or medical college in this State as a Visiting Physician.

After your completed application is received by the Department, it will be reviewed by two (2) Members of the Board. Upon approval, you will be issued a Visiting Physician License, valid for one (1) year and remaining valid only while the license holder is actively engaged in teaching, researching, or practicing medicine and surgery, and is lawfully entitled to work in the United States. This may be renewed at the discretion of the Board.

The holder of a Visiting Physician license may practice medicine and surgery providing such practice is entirely limited to the medical education facility, medical research facility, or the medical college where the license holder is teaching, researching, or practicing medicine and surgery, and only within the terms and restrictions established by the Board.

ADMINISTRATIVE PHYSICIAN:

This license is designed for an applicant whose primary responsibilities are those of an administrative or academic nature.

The holder of an Administrative Physician license may not examine, care for, or treat patients. An Administrative Physician license does not include the authority to prescribe drugs or controlled substances, delegate medical acts, issue opinions regarding medical necessity, or conduct clinical trials on humans.

Applicants for an Administrative Physician license must also meet the same qualifications for licensure as applicants applying under Wis. Stat. § 448.05 (2)(a) or (b).

Wisconsin Department of Safety and Professional Services

CODES FOR SPECIALTIES:

Enter specialty code(s) on page 1 of the "Application for Licensure to Practice Medicine and Surgery."

Academic Medicine	37	Otolaryngology	67
Administrative Medicine	71	Otorhinolaryngology - ENT	15
Aerospace Medicine	33	Pain	66
Alcoholism - Chemical Dependency	49	Pathology	16
Allergy - Immunology	01	Pathology - Clinical	17
Anesthesiology	02	Pathology - Surgical Anatomic	72
Aviation Medicine	32	Pediatrics	18
Dermatology	03	Pediatrics - Other	60
Emergency Medicine	31	Perinatology	62
Endocrinology	56	Pharmacology - Clinical	48
Family Medicine	925	Physical Medicine and Rehabilitation	19
Gastroenterology	06	Preventive Medicine	09
General Practice	08	Proctology	36
Genetics	61	Psychiatry	20
Geriatrics	29	Psychiatry - Child	21
Hand Surgery	64	Public Health	22
Hebiatrics	46	Radiation - Oncology	70
Hematology	07	Radiology	53
Hyperbaric Medicine	65	Radiology - Diagnostic	43
Immunology - Infectious Diseases	47	Radiology - Nuclear Medicine	68
Institutional Medicine	39	Radiology - Ultrasound	69
Internal Medicine	04	Radiology – Interventional	946
Internal Medicine - Cardiology	05	Research	34
Internal Medicine - Pulmonary Medicine	45	Retired	24
Neonatology	63	Rheumatology	57
Nephrology	40	School Physician	52
Neurology	10	Surgery - Cardiovascular	44
Neuromuscular Medicine	926	Surgery - Colon and Rectal	54
Neurophysiology	51	Surgery - General	25
Nuclear Medicine	23	Surgery - Maxillofacial	58
Obstetrics and Gynecology	12	Surgery - Neurological	11
Occupational Medicine	30	Surgery - Peripheral Vascular	59
Oncology	38	Surgery - Plastic	26
Ophthalmology	13	Surgery - Thoracic	27
Orthopedic Surgery	14	Urology	28

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MEDICAL EXAMINING BOARD

APPLICATION FOR LICENSE TO PRACTICE MEDICINE AND SURGERY

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stats. § 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK			
<input type="checkbox"/> Your name, address, telephone and electronic address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).			
Last Name	First Name	MI	Former / Maiden Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (street, city, state, zip)		Daytime Telephone Number	
<input type="text"/>		<input type="text"/> - <input type="text"/> - <input type="text"/>	
Mailing Address (if different)		Date of Birth	
<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	
Social Security #	Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.		
<input type="text"/> - <input type="text"/> - <input type="text"/>			
Ethnicity/gender status information is optional.			
Ethnicity: <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Hispanic			
<input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other			
Sex: <input type="checkbox"/> M <input type="checkbox"/> F			
Have you ever been licensed in Wisconsin as a Physician? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list your credential number:			
<input type="text"/>			
Email Address			
<input type="text"/>			
Specialty (see page iv for a listing of codes)		Specialty Code (see page iv for a listing of codes)	
<input type="text"/>		<input type="text"/>	
Medical School		Medical School Address (street, city, state)	
<input type="text"/>		<input type="text"/>	
Degree		Date Degree Granted	
<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>	

- APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application.
- Please check this box if you are applying for Administrative Physician Licensure
- I am seeking a Veteran Fee Waiver (for Initial Credential Fee only, see page 2 for further information)
- Endorsement of LMCC (taken after 1/1/78)
\$75.00 Initial Credential Fee
\$75.00 Total Fee Attached
- Endorsement of Steps 1, 2 and 3 of USMLE
\$75.00 Initial Credential Fee
\$75.00 Total Fee Attached
- Reciprocity of State Board Exam (Taken Prior to 1972)
\$141.00 Reciprocal Credential Fee
\$141.00 Total Fee Attached
- Endorsement of National Boards (MD or DO), (NBME or NBOME)
\$75.00 Initial Credential Fee
\$75.00 Total Fee Attached
- Visiting Physician
\$141.00 Reciprocal Credential Fee
\$141.00 Total Fee Attached
- Endorsement of FLEX
\$75.00 Initial Credential Fee
\$75.00 Total Fee Attached
- Re-Registration (license expired more than 5 years)
\$141.00 Renewal Fee
\$ 25.00 Late Renewal Fee
\$166.00 Total Fee Attached

For Receiving Use Only (20/21/220/221/876)

Wisconsin Department of Safety and Professional Services

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

- Application (Form #570) and appropriate fee
- Physician Profile Data Report from the American Medical Association or American Osteopathic Association
- Copy of ECFMG Certificate if a Foreign Graduate (FCVS), **not applicable for Re-Registration**
- Joint Commission Certified Hospital, Facility, and Employer Verification (Form #3046), **if applicable**
- Medical Education Verification Form (Form #2164) (FCVS), **not applicable for Re-Registration**
- Signed Authorization and Waiver Form (Form #571)
- Letters from all State Boards where licensed, **active and inactive**
- National Board, FLEX, State Board, USMLE or LMCC score (FCVS), **not applicable for Re-Registration**
- Certificate of Post-graduate Training (Form #2165) (FCVS), **not applicable for Re-Registration**
- Proof of 30 hours of CE completed in the previous biennium (Re-Registration applicants)
- Convictions and Pending Charges (Form #2252), **if applicable**
- Malpractice Suits or Claims (Form #2829) and copies of malpractice suit, court documents with allegations and settlement, **if applicable**
- Physician Data Center Practitioner Profile Report from the Federation of State Medical Boards (Form #1445), (FCVS)
- Hospital, Facility and Employer Verification (Form #2167)
- Copy of a license to practice medicine and surgery in another state or Canada and a letter of good standing, **only required for Visiting Physician**
- National Practitioner Data Bank Report
- Signed Letter from the President or Dean of a medical school, facility, or college in Wisconsin indicating that the applicant intends to teach, research, or practice medicine and surgery at a medical education facility, medical research facility, or medical college in this State as a Visiting Physician, **only required for Visiting Physician**
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

ARE YOU A VETERAN? If yes, please view the Department website at <https://dsps.wi.gov/Pages/Professions/Military/LicensureBenefits.aspx> <http://dsps.wi.gov> under "License, Permits, and Registrations" and select "Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses" 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 the "Professional Credential Renewal Information." <https://dsps.wi.gov/Pages/Professions/Physician/Default.aspx>.

POST-GRADUATE TRAINING/FELLOWSHIPS, PRACTICE, AND OTHER ACTIVITIES: List in chronological order from the date of graduation of medical school to the present time. The below information **must include professional and nonprofessional activities.** (Attach additional sheets if necessary using the same format.)

For all hospitals, facilities and employers where you are or have been employed, had or held staff privileges or appointments for five years preceding the date of application, the Hospital, Facility and Employer Verification form (Form #2167) must be submitted.

Please Note: The dates provided on this application must match the dates provided on the verification provided by the facility. Discrepancies will cause delays in the application process.

DATES (Month, Year)	TYPE	NAME OF SCHOOL, HOSPITAL CLINIC OR OTHER	LOCATION (City, State and Country)
(From) <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%;" type="text"/>
(To) <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>			(State) <input style="width: 50%;" type="text"/>
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(To) <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>			(State) <input style="width: 50%;" type="text"/>

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(To) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		<input type="text"/>	(State) <input type="text"/>
			(Country) <input type="text"/>

#570 (Rev. 17/198)
Ch. 448, Stats.

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Committed to Equal Opportunity in Employment and Licensing

Wisconsin Department of Safety and Professional Services

LIST ALL HOSPITALS/FACILITIES/EMPLOYERS WHERE YOU PREVIOUSLY HAD OR HELD STAFF PRIVILEGES, EMPLOYMENT, OR APPOINTMENTS DURING THE LAST FIVE YEARS:

List in chronological order all facilities where you have moonlighted. Do not list the facilities where you were strictly in a training capacity (i.e. resident, fellow, and intern)

Please Note: The dates provided on this application must match the dates provided on the verification provided by the facility. Discrepancies will cause delays in the application process.

DATES (Month, Year)	TYPE	NAME OF SCHOOL, HOSPITAL CLINIC OR OTHER NAME OF HOSPITAL OR CLINIC	LOCATION (City, State and Country)
(From) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (To) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other Privilege <input type="checkbox"/> Employment <input type="checkbox"/> Appointment <input type="checkbox"/> Practice <input type="checkbox"/> Other	<input type="text"/>	(City) <input type="text"/> (State) <input type="text"/> (Country) <input type="text"/>
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I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S): (include all active and inactive states)

<input type="text"/>											
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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 Medical Examining Board. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

Committed to Equal Opportunity in Employment and Licensing

Wisconsin Department of Safety and Professional Services

ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

4-3.	Are you familiar with the state health laws and rules and regulations of the Wisconsin Department of Health regarding communicable diseases? https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/145 https://docs.legis.wisconsin.gov/statutes/statutes/252	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3-4.	Have you ever failed to pass any state board examination, national board examination (NBME or NBOME), FLEX, or USMLE examination? If yes, provide details below: <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	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? Have you ever been reprimanded, demoted, disciplined, cautioned, placed on probation, limited in your practice, placed on or take leave (except vacation) or terminated by any employer, educational institution, training program, licensing board, hospital, medical facility, professional society, specialty board, or medical body for any reason? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
57.	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 action.	<input type="checkbox"/> Yes <input type="checkbox"/> No

116.	Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea or verdict. If yes, submit Convictions and Pending Charges (Form #2252).	<input type="checkbox"/> Yes <input type="checkbox"/> No
127.	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
108.	Have any suits or claims ever been filed against you as a result of professional services? If yes, Malpractice Suits or Claims (Form #2829).	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have your hospital privileges ever been limited or removed? If yes, give details on an attached sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
101.	Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s): <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
112.	Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under: <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
842.	Has the Drug Enforcement Administration ever withdrawn your DEA number or warned you, or have you been denied a DEA number? If yes, give details on an attached sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No

For the purposes of these questions, the following phrases or words have the following meanings:

"Ability to practice medicine" is to be construed to include all of the following:

1. The cognitive capacity to make appropriate clinical diagnoses and exercise reasoned medical judgments and to learn and keep abreast of medical developments; and
2. The ability to communicate those judgments and medical 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 medical tasks such as physical examination and surgical 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.

#570 (Rev. 17/198)
Ch. 448, Stats.

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Committed to Equal Opportunity in Employment and Licensing

Wisconsin Department of Safety and Professional Services

ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

13.	Do you have a medical, <u>physical or mental</u> condition, which in any way impairs or limits your ability to practice medicine with reasonable skill and safety? If no, you may skip questions 14 and 15 . If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	If yes to question 13, are the limitations or impairments caused by your medical, <u>physical or mental</u> condition reduced or ameliorated because you receive ongoing treatment (with or without medications), or participate in a monitoring program <u>or reduced or ameliorated because of the field of practice, the setting, or the manner in which you have chosen to practice?</u> If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	If yes to question 13, 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Does your use of chemical substance(s) <u>as defined above, that</u> in any way impair, or limit your ability to practice medicine with reasonable skill and safety? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Are you currently (<u>within the last two years</u>) engaged in the illegal use of controlled dangerous substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Commented [A1]: Move to last question

19.	If yes to question 18, 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	<u>If yes to question 6 above, did you apply for a predetermination of the convictions?</u> If YES, proceed to question 21. If NO, submit Convictions and Pending Charges Form #2252 and supporting documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
21.	<u>If yes to question 20, did you receive an approval letter?</u> If YES, proceed to question 22. If NO, submit Convictions and Pending Charges Form #2252 and supporting documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	<u>If yes to question 21, since the date of your approval letter have you been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict.</u> If YES, submit Convictions and Pending Charges Form #2252 and supporting documentation. If NO, do not submit Convictions and Pending Charges Form #2252.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Commented [A2]: Questions 20-22 are being added to all applications due to 2017 Wisconsin Act 278.

Commented [A3]: Move questions 20-21 near the original conviction question.

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 any combination thereof; 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: ____/____/____

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: dspd@wisconsin.gov
Website: <http://dspd.wi.gov>

MEDICAL EXAMINING BOARD

INFORMATION FOR COMPLETING MEDICINE AND SURGERY APPLICATION FORM

PLEASE PLAN AHEAD:

Applicants, recruiters, institutions, and others involved in the placement of individuals who seek to be credentialed in the state of Wisconsin should understand that the credentialing process takes time and that credentialing is not guaranteed to any applicant. Factors that determine the length of time it may take to process an application include the length of time the applicant has been in practice, the total number of jurisdictions in which the applicant has been credentialed, and the length of time it takes for supporting documents to be received in the Board office and reviewed.

The application consists of an all-inclusive packet with instructions and information on all applicable requirements. We strive to process applications in a timely fashion. We cannot issue a credential until all of the required documents have been received and reviewed in the Board office.

It is the Department's mission and legislative mandate to provide consumer protection for Wisconsin residents. The Department and the Board have been asked to waive requirements to expedite the process, only to discover legitimate grounds to deny a credential. This can present a serious problem for the applicant, recruiter, or institutions if the applicant has relocated, purchased property, or made other commitments prior to the issuance of a Wisconsin credential. **We urge you not to make these moves until you know that your credential has been issued.** Please "plan ahead" as we cannot speed up the credentialing process or waive supporting documents even in emergency situations.

FEDERATION CREDENTIALS VERIFICATION SERVICE (FCVS):

The Department accepts the physician information profile completed by FCVS through the Federation of State Medical Boards. If you choose to utilize FCVS, you will **not** need to submit DSPS forms to verify the following: Medical School Education (**Form #2164**), Post-Graduate Training (**Form #2165**), reporting of licensure exam scores, Physician Data Center Profile from the Federation of State Medical Boards (**Form #1445**), or ECFMG certificate. You may obtain this service online at www.fsmb.org.

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

- DSPS Application (**Form #570**) and fee
- Copy of ECFMG certificate if a Foreign Graduate (**FCVS**), **not applicable for Re-Registration**
- Joint Commission Certified Hospital, Facility, and Employer Verification (**Form #3046**), **if applicable**
- Medical Education Verification (**Form #2164**) (**FCVS**), **not applicable for Re-Registration**
- Certificate of Post-Graduate Training (**Form #2165**) (**FCVS**), **not applicable for Re-Registration**
- National Board, FLEX, State Board, USMLE or LMCC score (**FCVS**), **not applicable for Re-Registration**
- National Practitioner Data Bank Report
- Proof of 30 hours of CE completed in the previous biennium (**Re-Registration applicants**)
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, **if applicable**
- Letters from all State Boards where licensed, **including active and inactive licenses**
- Signed Authorization and Waiver (**Form #571**)
- Physician Profile Data Report from the American Medical Association (AMA), or American Osteopathic Association (AOA)
- Physician Data Center Profile from the Federation of State Medical Boards (**Form #1445**) (**FCVS**)
- Hospital, Facility, and Employer Verification (**Form #2167**)
- Convictions and Pending Charges (**Form #2252**), **if applicable**

MAILING INSTRUCTIONS: Mail the Application for Licensure, the appropriate fee, and documentation to the following address:

MAILING ADDRESS:

DSPS
ATTN: MEDICAL EXAMINING BOARD
P.O. BOX 8935
MADISON WI 53708-8935

EXPRESS DELIVERY:

DSPS
ATTN: MEDICAL EXAMINING BOARD
4822 MADISON YARDS WAY
MADISON WI 53705

Wisconsin Department of Safety and Professional Services

ENDORSEMENT OF FLEX AND/OR USMLE EXAM SCORES:

Please request an electronic transcript of your USMLE and/or FLEX exam score(s) taken at: <https://usmle.fsmb.org/TranscriptRequests> to be forwarded directly to the Department.

ENDORSEMENT OF NATIONAL BOARDS:

Please request that a copy of your exam score(s) be forwarded directly to Wisconsin Medical Examining Board. Forms are available at www.nbme.org. NBME will forward this information directly to the Department.

ENDORSEMENT OF NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS CERTIFICATION:

Submit your request for an “Endorsement of Certification/Official Transcript” and fee to the National Board of Osteopathic Medical Examiners (NBOME) at www.nbome.org. Transcripts must be sent directly from NBOME to the Department.

ENDORSEMENT OF LMCC: (Must be taken after January 1, 1978)

Direct certification from the Medical Council of Canada (LMCC) is required and must be sent directly from LMCC to the Department.

RECIPROCITY OF ANOTHER STATE BOARD EXAM TAKEN PRIOR TO 1972:

Scores must be certified by the State Board where taken and sent directly to the Department. The State Board submitting the information must include all the subjects covered in the examination, scores received, general average, date of the examination, license number, date of issuance, status of licensure, and any information pertaining to the disciplinary action.

VERIFICATION OF OTHER MEDICAL LICENSES:

You are required to have each State Board in which you have ever been licensed submit letters of verification to the Department. The letters must indicate your date of birth, license number, date of issuance, and a statement regarding disciplinary actions. These letters will be required in order to complete your application for licensure. Verifications can be submitted directly to the Department via email to DSPSCredMedBd@wisconsin.gov.

NATIONAL PRACTITIONER DATA BANK:

All candidates must request the “Practitioner Request for Information Disclosure” (Self-Query) from the National Practitioners Data Bank. Self-Queries (NPDB) can be found at <http://www.npdb.hrsa.gov>.

Select the option that reads “Self-Query.” After the NPDB has completed your request, they will send the Self-Query response directly to you. Once received, you will need to forward a copy of the response to the Department. This report may be emailed to DSPSCREDMEDBD@wi.gov or faxed to (608) 261-7083. If you have further questions regarding this report, contact the NPDB helpline at 1-800-767-6732.

PHYSICIAN PROFILE DATA REPORT FROM AMA OR AOA:

All MD’s applying for licensure must complete the Physician Profile Data Report. This request can be made from the following website: <https://profiles.ama-assn.org/amaprofiles>.

All DO’s applying for licensure must use the AOA website at www.DOProfiles.org.

Wisconsin Department of Safety and Professional Services

ORAL EXAMS:

The oral exam process in the State of Wisconsin was created under Wis. Admin. Code § MED 1.06(1). **If you are selected to appear for an oral exam**, you will be scheduled to appear before the Review Panel at one of the regularly scheduled Board meetings. If you are selected for an oral examination, the additional oral examination fee of \$266.00 will be required prior to being scheduled for this exam.

FOREIGN GRADUATES:

- **ECFMG Certificate:** Graduates of foreign medical schools must provide a copy of an ECFMG certificate with “valid indefinitely” status.
- **Fifth Pathway Certificate:** If you participated, you must submit a copy of your Fifth Pathway certificate from the program you attended.

VISITING PHYSICIAN:

This license is designed for a graduate of a medical school, or an osteopathic college approved by the Board, who is invited to serve on the academic staff of a medical school in this state as a Visiting Physician.

A Visiting Physician Application process is almost identical in processing time and of the documentation required as a permanent license, with the following additional requirement. A signed letter from the President or Dean of a medical school, facility, or college in Wisconsin indicating that the applicant intends to teach, research, or practice medicine and surgery at a medical education facility, medical research facility, or medical college in this State as a Visiting Physician.

After your completed application is received by the Department, it will be reviewed by two (2) Members of the Board. Upon approval, you will be issued a Visiting Physician License, valid for one (1) year and remaining valid only while the license holder is actively engaged in teaching, researching, or practicing medicine and surgery, and is lawfully entitled to work in the United States. This may be renewed at the discretion of the Board.

The holder of a Visiting Physician license may practice medicine and surgery providing such practice is entirely limited to the medical education facility, medical research facility, or the medical college where the license holder is teaching, researching, or practicing medicine and surgery, and only within the terms and restrictions established by the Board.

ADMINISTRATIVE PHYSICIAN:

This license is designed for an applicant whose primary responsibilities are those of an administrative or academic nature.

The holder of an Administrative Physician license may not examine, care for, or treat patients. An Administrative Physician license does not include the authority to prescribe drugs or controlled substances, delegate medical acts, issue opinions regarding medical necessity, or conduct clinical trials on humans.

Applicants for an Administrative Physician license must also meet the same qualifications for licensure as applicants applying under Wis. Stat. § 448.05 (2)(a) or (b).

Wisconsin Department of Safety and Professional Services

CODES FOR SPECIALTIES:

Enter specialty code(s) on page 1 of the "Application for Licensure to Practice Medicine and Surgery."

Academic Medicine	37	Otolaryngology	67
Administrative Medicine	71	Otorhinolaryngology - ENT	15
Aerospace Medicine	33	Pain	66
Alcoholism - Chemical Dependency	49	Pathology	16
Allergy - Immunology	01	Pathology - Clinical	17
Anesthesiology	02	Pathology - Surgical Anatomic	72
Aviation Medicine	32	Pediatrics	18
Dermatology	03	Pediatrics - Other	60
Emergency Medicine	31	Perinatology	62
Endocrinology	56	Pharmacology - Clinical	48
Family Medicine	925	Physical Medicine and Rehabilitation	19
Gastroenterology	06	Preventive Medicine	09
General Practice	08	Proctology	36
Genetics	61	Psychiatry	20
Geriatrics	29	Psychiatry - Child	21
Hand Surgery	64	Public Health	22
Hebiatrics	46	Radiation - Oncology	70
Hematology	07	Radiology	53
Hyperbaric Medicine	65	Radiology - Diagnostic	43
Immunology - Infectious Diseases	47	Radiology - Nuclear Medicine	68
Institutional Medicine	39	Radiology - Ultrasound	69
Internal Medicine	04	Radiology – Interventional	946
Internal Medicine - Cardiology	05	Research	34
Internal Medicine - Pulmonary Medicine	45	Retired	24
Neonatology	63	Rheumatology	57
Nephrology	40	School Physician	52
Neurology	10	Surgery - Cardiovascular	44
Neuromuscular Medicine	926	Surgery - Colon and Rectal	54
Neurophysiology	51	Surgery - General	25
Nuclear Medicine	23	Surgery - Maxillofacial	58
Obstetrics and Gynecology	12	Surgery - Neurological	11
Occupational Medicine	30	Surgery - Peripheral Vascular	59
Oncology	38	Surgery - Plastic	26
Ophthalmology	13	Surgery - Thoracic	27
Orthopedic Surgery	14	Urology	28

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: dps@wisconsin.gov
Website: <http://dps.wi.gov>

MEDICAL EXAMINING BOARD

APPLICATION FOR LICENSE TO PRACTICE MEDICINE AND SURGERY

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stats. § 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK Your name, address, telephone and electronic address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Former Name(s) <input type="text"/>
------------------------------------------	-------------------------------------------	-----------------------------------	-----------------------------------------------

Address (street, city, state, zip) <input type="text"/>	Daytime Telephone Number <input type="text"/> - <input type="text"/> - <input type="text"/>
-------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

Mailing Address (if different) <input type="text"/>	Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>
---------------------------------------------------------------	--------------------------------------------------------------------------------------------

Social Security # <input type="text"/> - <input type="text"/> - <input type="text"/>	Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.
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Ethnicity/gender status information is optional.

Ethnicity: White, not of Hispanic origin American Indian or Alaskan Hispanic
 Black, not of Hispanic origin Asian or Pacific Islander Other

Sex: M F

Have you ever been licensed in Wisconsin as a Physician? Yes No **If yes, list your credential number:**

Email Address

Specialty (see page iv for a listing of codes) <input type="text"/>	Specialty Code (see page iv for a listing of codes) <input type="text"/>
-------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Medical School <input type="text"/>	Medical School Address (street, city, state) <input type="text"/>
-----------------------------------------------	-----------------------------------------------------------------------------

Degree <input type="text"/>	Date Degree Granted <input type="text"/> / <input type="text"/> / <input type="text"/>
---------------------------------------	--------------------------------------------------------------------------------------------------

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.

Please check this box if you are applying for Administrative Physician Licensure

<input type="checkbox"/> I am seeking a Veteran Fee Waiver (for Initial Credential Fee only, see page 2 for further information)	<input type="checkbox"/> Endorsement of LMCC(taken after 1/1/78) \$75.00 Initial Credential Fee \$75.00 Total Fee Attached
<input type="checkbox"/> Endorsement of Steps 1, 2 and 3 of USMLE \$75.00 Initial Credential Fee \$75.00 Total Fee Attached	<input type="checkbox"/> Reciprocity of State Board Exam (Taken Prior to 1972) \$141.00 Reciprocal Credential Fee \$141.00 Total Fee Attached
<input type="checkbox"/> Endorsement of National Boards (MD or DO), (NBME or NBOME) \$75.00 Initial Credential Fee \$75.00 Total Fee Attached	<input type="checkbox"/> Visiting Physician \$141.00 Reciprocal Credential Fee \$141.00 Total Fee Attached
<input type="checkbox"/> Endorsement of FLEX \$75.00 Initial Credential Fee \$75.00 Total Fee Attached	<input type="checkbox"/> Re-Registration (license expired more than 5 years) \$141.00 Renewal Fee \$ 25.00 Late Renewal Fee \$166.00 Total Fee Attached

For Receiving Use Only (20/21/220/221/876)

Wisconsin Department of Safety and Professional Services

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

- Application (**Form #570**) and appropriate fee
- Physician Profile Data Report from the American Medical Association or American Osteopathic Association
- Copy of ECFMG Certificate if a Foreign Graduate (**FCVS**), **not applicable for Re-Registration**
- Joint Commission Certified Hospital, Facility, and Employer Verification (**Form #3046**), **if applicable**
- Medical Education Verification Form (**Form #2164**) (**FCVS**), **not applicable for Re-Registration**
- Signed Authorization and Waiver Form (**Form #571**)
- Letters from all State Boards where licensed, **active and inactive**
- National Board, FLEX, State Board, USMLE or LMCC score (**FCVS**), **not applicable for Re-Registration**
- Certificate of Post-graduate Training (**Form #2165**) (**FCVS**), **not applicable for Re-Registration**
- Proof of 30 hours of CE completed in the previous biennium (**Re-Registration applicants**)
- Convictions and Pending Charges (**Form #2252**), **if applicable**
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, **if applicable**
- Physician Data Center Practitioner Profile Report from the Federation of State Medical Boards (**Form #1445**), (**FCVS**)
- Hospital, Facility and Employer Verification (**Form #2167**)
- Copy of a license to practice medicine and surgery in another state or Canada and a letter of good standing, **only required for Visiting Physician**
- National Practitioner Data Bank Report
- Signed Letter from the President or Dean of a medical school, facility, or college in Wisconsin indicating that the applicant intends to teach, research, or practice medicine and surgery at a medical education facility, medical research facility, or medical college in this State as a Visiting Physician, **only required for Visiting Physician**
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

ARE YOU A VETERAN? If yes, please view the Department website at <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> 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 <https://dsps.wi.gov/Pages/Professions/Physician/Default.aspx>.

POST-GRADUATE TRAINING/FELLOWSHIPS, PRACTICE, AND OTHER ACTIVITIES: List in chronological order from the date of graduation of medical school to the present time. The below information **must include professional and nonprofessional activities**. (**Attach additional sheets if necessary using the same format.**)

For all hospitals, facilities and employers where you are or have been employed, had or held staff privileges or appointments for five years preceding the date of application, the Hospital, Facility and Employer Verification form (**Form #2167**) must be submitted.

Please Note: The dates provided on this application must match the dates provided on the verification provided by the facility. Discrepancies will cause delays in the application process.

<u>DATES</u> (Month, Year)	<u>TYPE</u>	<u>NAME OF SCHOOL, HOSPITAL CLINIC OR OTHER</u>	<u>LOCATION</u> (City, State and Country)
(From) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> (To) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%; height: 20px;" type="text"/> (State) <input style="width: 60%; height: 20px;" type="text"/> (Country) <input style="width: 100%; height: 20px;" type="text"/>
(From) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> (To) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%; height: 20px;" type="text"/> (State) <input style="width: 60%; height: 20px;" type="text"/> (Country) <input style="width: 100%; height: 20px;" type="text"/>
(From) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> (To) <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%; height: 20px;" type="text"/> (State) <input style="width: 60%; height: 20px;" type="text"/> (Country) <input style="width: 100%; height: 20px;" type="text"/>

Wisconsin Department of Safety and Professional Services

DATES (Month, Year)	TYPE	NAME OF SCHOOL, HOSPITAL CLINIC OR OTHER	LOCATION (City, State and Country)
(From) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (To) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%;" type="text"/> (State) <input style="width: 100%;" type="text"/> (Country) <input style="width: 100%;" type="text"/>
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(From) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (To) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%;" type="text"/> (State) <input style="width: 100%;" type="text"/> (Country) <input style="width: 100%;" type="text"/>
(From) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (To) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/> Post Grad <input type="checkbox"/> Intern/Resident <input type="checkbox"/> Fellow <input type="checkbox"/> Practice <input type="checkbox"/> Other		(City) <input style="width: 100%;" type="text"/> (State) <input style="width: 100%;" type="text"/> (Country) <input style="width: 100%;" type="text"/>

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

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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 Medical Examining Board. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

Wisconsin Department of Safety and Professional Services

ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

1.	Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s): <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you familiar with the state health laws and rules and regulations of the Wisconsin Department of Health regarding communicable diseases? https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/145 https://docs.legis.wisconsin.gov/statutes/statutes/252	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever failed to pass any state board examination, national board examination (NBME or NBOME), FLEX, or USMLE examination? If yes, provide details below: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you ever been reprimanded, demoted, disciplined, cautioned, placed on probation, limited in your practice, placed on or taken leave (except vacation), or terminated by any employer, educational institution, training program, licensing board, hospital, medical facility, professional society, specialty board, or medical body for any reason? If yes, attach a sheet providing details about the action, including the name of the entity and date of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	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 action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Has the Drug Enforcement Administration ever withdrawn your DEA number or warned you, or have you been denied a DEA number? If yes, give details on an attached sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have any suits or claims ever been filed against you as a result of professional services? If yes, Malpractice Suits or Claims (Form #2829).	
10.	Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea or verdict.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	If yes to question 10 above, did you apply for a predetermination of the conviction(s)? If YES, proceed to question 12. If NO, submit Convictions and Pending Charges Form #2252 and supporting documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	If yes to question 11, did you receive an approval letter? If YES, proceed to question 13. If NO, submit Convictions and Pending Charges Form #2252 and supporting documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If yes to question 12, since the date of your approval letter have you been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. If YES, submit Convictions and Pending Charges Form #2252 and supporting documentation. If NO, do not submit Convictions and Pending Charges Form #2252.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Wisconsin Department of Safety and Professional Services

For the purposes of these questions, the following phrases or words have the following meanings:

"Ability to practice medicine" is to be construed to include all of the following:

1. The cognitive capacity to make appropriate clinical diagnoses and exercise reasoned medical judgments and to learn and keep abreast of medical developments; and
2. The ability to communicate those judgments and medical 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 medical tasks such as physical examination and surgical 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.

ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

15.	Do you have a medical, physical or mental condition, which in any way impairs or limits your ability to practice medicine with reasonable skill and safety? If no, you may skip questions 16. If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	If yes to question 15, are the limitations or impairments caused by your medical, physical or mental condition reduced or ameliorated because you receive ongoing treatment (with or without medications), participate in a monitoring program, or 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Do you use chemical substance(s), as defined above, that in any way impair, or limit your ability to practice medicine with reasonable skill and safety? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Are you currently (within the last two years) engaged in the illegal use of controlled dangerous substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	If yes to question 18, are you 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 any combination thereof; 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: / /

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joe Nartowicz - Records Management Program Supervisor		2) Date When Request Submitted: 2/20/2019 <small>Items will be considered late if submitted after 4:30 p.m. and less than:</small> <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Medical Examining Board - Licensure Forms Committee			
4) Meeting Date: 3/20/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? MD Renewal Forms	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: To compare the paper renewal form to the online renewal. Also to follow-up on & discuss the request by the Board to add additional pages to our paper renewal forms.			
11) Authorization			
Joe Nartowicz		2/20/2019	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

2017 Medicine & Surgery Renewal Instructions

Step 1

- Log in using your license number and pin number. If you don't know your PIN, you can [click here](#) to use our PIN look-up tool located on our website.

Wisconsin Department of Safety and Professional Services Web Applications

[Login](#)

[Application Status](#)
[DSPS Home Page](#)
[License Look-up](#)
[Main Menu](#)
[PIN Look-up](#)



User Login

Credential/License Number:

PIN:

[Forgot Your PIN?](#)

Building/Construction professionals should contact us directly at DPSSBCredentialing@wi.gov (608) 266-2112 for address updates and questions about obtaining a copy of their credential.

New applicants or pending applicants are unable to change their name and address online. Please email the department at dps@wisconsin.gov and provide your application ID number, profession applied for and the changes.

Step 2

- Once you have logged into the portal, select Renew License from the Main Menu.

Main Menu

[Update Profile](#)

Update your name, mailing address, phone number and email address

[Renew License](#)

Complete all steps necessary to renew your license

[Payment Inquiry](#)

Check on the status of your payment after renewing.

[Print Wall Certificate](#)

Print your Wall Certificate.

[Download Wall Certificate](#)

Download your Wall Certificate.

[Print Wallet Card](#)

Print your Wallet Card.

[Download Wallet Card](#)

Download your Wallet Card.

[Print Governor-signed Wall Certificate](#)

Print your Governor-signed Wall Certificate.

[Download Governor-signed Wall Certificate](#)

Download your Governor-Signed Wall Certificate.

Wall Certificates and Governor Certificates can also be purchased for \$10. Complete and return this [order form](#).

[Logout](#)

Logout

Step 3

- Carefully read through Step 3 then click continue.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

Welcome, let's begin your renewal.

Please Note: The online renewal process takes **2 full business days** to process fully in our system and payment will not post to your license until the following business day.

The Department of Safety and Professional Service (DSPS) no longer sends a physical copy of a new or renewed license. You should receive an email or a letter from the DSPS telling you to go online to print the license off of our website. There is also an option for you to order a printed wall certificate or a Governor signed wall certificate from DSPS for an additional \$10. (Note: DSPS prints the same document as is available to print at home.) Here is the link to the form: [Duplicate License/Governor Wall Cert Order Form](#).

We accept VISA, MasterCard, Discover, American Express and Electronic Checks.

[Payment Inquiry](#) - view information about previously submitted payments.

All fields must be completed. Please keep in mind that making a false statement in connection with any application for credential is grounds for revocation or denial.

System maintenance is done between 11:30 pm and 01:30 am everyday. During these times the application will not be available. We apologize for any inconvenience this may cause.

Step 4

- Carefully read through Step 4 then click continue.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

Name/Address Change Information

On the next screen, you will be asked to update your address (where you would like things **Mailed**), name, phone number and email address. Please **ONLY** make changes if the information listed is incorrect. Also, please verify the email address on file is correct.

If you have a name change, you will need to submit proof of the name change to the Department including your license/credential number, date of birth and last four (4) digits of your SSN (Social Security Number). Please include a note to change it from (Old name) to (New name) and include your license number. The proof can be faxed to 608-251-3036 or mailed to the following: DSPS - Attn: Renewal, PO Box 8935, Madison, WI 53708-8935.

You will need to enter the last four (4) digits of your FEIN (Federal Employer Identification Number) **or** SSN if you do not have a FEIN, in order to continue forward with the renewal process.

If you have any questions, you may contact the Department at 608-266-2112 or email to dsp@wisconsin.gov.

Step 5

- Carefully read through your personal and contact information for accuracy. Please note that any name changes require proof of name change and should be submitted to the department via mail, fax, or email. To continue, enter your last 4 of SSN then click continue.

Professional Credential Renewal

Make sure the **mailing address for your credential** and your contact information are correct. If any of the fields with a * are blank you must add the information. Profile updates take 1 business day to process.

Do not use the back button on your browser.

Press Continue when finished.

Personal	
First Name:	<input type="text" value="Jane"/> *
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Doe"/> *
Gender:	<input type="text" value="female"/> ▼
Date of Birth:	<input type="text" value="1/1/1900"/> *
	<small>(mm/dd/yyyy)</small>
Last 4 of SSN:	<input type="text" value="####"/> *
Contact	
Email:	<input type="text" value="jdoe@wisconsin.gov"/> *
Phone:	<input type="text" value="555"/>) <input type="text" value="5555555"/> ext. <input type="text"/>
Mailing Address	
Country:	<input type="text" value="United States"/> ▼
Attention:	<input type="text"/>
Address 1:	<input type="text" value="1400 E Washington Ave"/> *
	<small>Street Address, P.O. Box, etc.</small>
Address 2:	<input type="text"/>
	<small>Apartment, suite, unit, building, floor, etc.</small>
City:	<input type="text" value="Madison"/> *
State:	<input type="text" value="Wisconsin"/> ▼ *
Zip:	<input type="text" value="53708"/> *
Zip +4:	<input type="text"/>

Continue

Step 6

- Carefully read through each affidavit and check that you have read and understand. The last question pertains to any pending charges and/or convictions. Please note that answering Yes to the Conviction Declaration will not complete this requirement. If you have any pending charges and/or convictions you must complete and submit [Form #2252](#) via mail, fax, or email.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

Affadavit of Credential Holder

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 license/credential or for renewal or reinstatement of a license/credential may result in license/credential application processing delays; denial, revocation, suspension or limitation of my license/credential; or any combination thereof, or such other penalties as may be provided by law. I further understand that if I am issued a license/credential renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority may be cause for disciplinary action.

I have read and I understand the above affidavit of credential holder statement.

Continuing Duty of Disclosure

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure as long as my license/credential is current and valid. If information I have provided becomes invalid, incorrect or outdated, since the last renewal or issuance of my license/credential, I understand that I am obliged to provide any information to ensure the information on file for my license/credential remains current, valid, and truthful. I understand that the Department of Safety and Professional Services may view acts of omission as dishonesty and that my duty of disclosure exists as long as my license/credential is current and valid.

I have read and I understand the above continuing duty of disclosure statement.

Affidavit/Licensee Charges or Convictions

LICENSE/HOLDER CHARGES OR CONVICTIONS

A holder of any of the credentials/licenses set forth in [Wis. Stat. s. 440.03\(13\)\(b\)](#) who is convicted of a felony or misdemeanor, since the issuance of the license/credential or since the last renewal, in the state or elsewhere shall notify the department in writing of the date, place and nature of the conviction or finding within 48 hours after the entry of the judgment of conviction. Notice shall be made by mail and shall be proven by showing proof of the date of mailing the notice. Notice shall include a copy of the judgment of conviction and a copy of the complaint or other information which describes the nature of the crime and the judgment of conviction in order that the department may determine whether the circumstances of the crime of which the license/credential holder was convicted are substantially related to the practice of the license/credential holder. [Form 2252](#) should be completed and submitted to the department along with the associated fees and all requested documents.

I have read and understand the above statement regarding the responsibility to report any convictions or misdemeanors, since the issuance or last renewal of my license.

Conviction Declaration Statement

Since your initial licensure or last renewal, do you have any pending charges and/or have you been convicted of any crimes (does not included minor traffic violations that do not involve alcohol or drugs, such as speeding, running stoplights, and seat belt violations).

Yes
 No

Continue

Step 7

- Carefully read the legal status and check to continue. Please note that a change in legal status should be reported when your SSN, Name, or Address have changed since your last renewal.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

Legal Status
If your legal status as a qualified alien or nonimmigrant lawfully present in the United States has changed since the issuance of your credential or your last renewal, please contact the Wisconsin Department of Safety and Professional Services at 608-266-2112 or dsps@wisconsin.gov . I have read and acknowledge this information. <input type="checkbox"/>

Continue

Step 8

- Please select all specialties that currently apply to your credential excluding disabled specialties.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

Continue

Specialties
Please select all specialties that currently apply. Disabled specialties may only be selected at time of initial application.
<input type="checkbox"/> ACADEMIC MEDICINE
<input type="checkbox"/> ADMINISTRATIVE MEDICINE
<input type="checkbox"/> AEROSPACE MEDICINE
<input type="checkbox"/> ALCOHOLISM - CHEMICAL DEPENDENCY
<input type="checkbox"/> ALLERGY - IMMUNOLOGY
<input type="checkbox"/> ANESTHESIOLOGY
<input type="checkbox"/> AVIATION MEDICINE
<input type="checkbox"/> DERMATOLOGY
<input type="checkbox"/> EMERGENCY MEDICINE
<input type="checkbox"/> ENDOCRINOLOGY
<input type="checkbox"/> FAMILY PRACTICE

Step 9

- Carefully read through Step 9 then click continue.

Professional Credential Renewal

Credential Number: ██████████ **Profession:** Medicine and Surgery
Renew By: 10/31/2017 **Renewal Fee:** \$141.00 **Late Fee:**

Continuing Education Audit

The Medical Examining Board will conduct a Continuing Education compliance audit for Medicine and Surgery (MD) for the most recent biennium. Audit letters will be sent to randomly selected MD license/credential holders beginning in March 2018 in order to verify that 30 hours of AMA or AOA category I continuing education with two of the hours via a Board-approved course on responsible opioid prescription was completed by the randomly selected licensed MDs before December 31, 2017. License/credential holders selected for the audit will be notified in the audit notification letter that they must submit certificates of attendance to the Department verifying that they have completed the 30 required hours of continuing education. If your address on file is not current, you are encouraged to send notice of the address update to the Renewal Unit prior to December 31, 2017.

Continue

Step 10

- Carefully read the statement of continuing education then check to continue. Please note that you must check to continue and checking is considered an attestation to completing the continuing education by 12/31/2017.

Professional Credential Renewal

Credential Number: ██████████ **Profession:** Medicine and Surgery
Renew By: 10/31/2017 **Renewal Fee:** \$141.00 **Late Fee:**

I have completed or will complete 30 hours* of AMA or AOA Category I Continuing Education, including two (2) hours of a Board-approved course related to the Board's Opioid Prescribing Guidelines, pursuant to [Wis. Admin. Code ch. Med 13](#)** , on or before December 31, 2017. I will furnish evidence of completion to the Medical Examining Board upon request.

*Three (3) months of approved post-graduate training is equivalent to 30 hours of Category I credits. [Wis. Admin. Code ch. Med 13.04](#).

Pursuant to [Wis. Admin. Code ch. Med 13.02\(1g\)\(b\)](#), physicians that do **NOT hold a U.S. Drug Enforcement Administration number to prescribe controlled substances are **NOT** required to complete two (2) hours of a Board-approved course relating to the Board's Opioid Prescribing Guidelines.

Continue

Step 11

- Read and check if you would like to serve as an expert witness. Please note if you do not want to serve as an expert witness, you may click continue without checking the box.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

Expert Witness
<input type="checkbox"/> Please check here if you are willing to serve as an expert witness in disciplinary proceedings.

Continue

Step 12

- Read and check if you would like to opt-out of disclosing your street address on any list requests of ten or more licensees provided by the department.

Professional Credential Renewal

Credential Number: ██████████	Profession: Medicine and Surgery
Renew By: 10/31/2017	Renewal Fee: \$141.00 Late Fee:

List Opt-Out
Per Wis. Stat. § 440.14, if you are an individual or a sole proprietor, you may declare that your street address and/or PO Box # not be disclosed on any list of ten or more credential holders that the department furnishes to another person. Please check the box below to make this declaration.
<input type="checkbox"/> Please do not disclose my street address and/or PO Box # on lists

Continue

Step 13

- Please read carefully and continue to the US Bank payment page to pay your renewal fee.

**State of Wisconsin
Department of Safety and Professional Services**

69187 - 020

MEDICINE AND SURGERY RENEWAL

DERRICK DOOLITTLE MD
200 FIRST STREET SW
ROCHESTER, MN 55905

Credential Renewal Fee Schedule:

due before 11/1/2017

Total Owed: \$166.00

Total Paid: \$0.00

Balance Owed: \$166.00

It is time to renew your license/credential from the Department of Safety and Professional Services.

- Processing time varies and can be approximately 10-15 working days. If you would like your license/credential fully renewed, please have all paperwork to the department 10-15 days
- A late fee will be assessed if postmarked date is after the expiration date.
- **Please SEE REVERSE SIDE for additional information and requirements for renewal.**

Internet renewal is available at <http://dsps.wi.gov> under "Online Services."

- Avoid delays in your renewal due to incomplete or missing information. Renewing online is fast, easy and secure.
- You will need your license/credential number and PIN that appear on the coupon **below** to access online renewal.
- The DSPS no longer sends a hard copy of a new or renewed license/credential. Please see the "Important Information" section on the back of this notice.

For paper renewal, please follow the instructions below.

- Name and address information provided to the Department is available for public inspection under Wisconsin law.
- You may substitute a business address as your address of record on file with the Department.
- You may also check the box on the form below to declare that your street address and/or PO Box # not be disclosed on any list of ten or more individuals that the department furnishes to another person per Wis. Stat. § 440.14.
- Fill in the gray boxes on the form below to show the **amount paid**.
- Please pay by credit card, check or money order **made payable to DSPS (Department of Safety and Professional Services)**.

Please Note: For all credit and debit card transactions, a 2% convenience fee will be assessed and will appear as a separate charge on your statement. This fee is non-refundable.

COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE

020R1/16CH.440

Detach and return coupon with payment

STATE OF WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

Medicine and Surgery

CREDENTIAL NO: STATUS: TOTAL DUE: DUE DATE: PIN:
69187 - 020 ACTIVE \$166.00 10/31/2017 XCH337

AMT PD. \$



VISA MASTERCARD AMEX DISCOVER

CARD # : _____

EXP. DATE: _____

SIGNATURE: _____

PLEASE PRINT NAME/ADDRESS
CHANGES IN THE SPACE BELOW

DERRICK DOOLITTLE MD
200 FIRST STREET SW
ROCHESTER, MN 55905
doolittle.derrick@mayo.edu

Do not disclose my street address/PO Box # on lists

STATE OF WISCONSIN
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
PO BOX 2974
MILWAUKEE WI 53201-2974

DO NOT WRITE BELOW THIS POINT - CONTINUED ON BACK

02000691870001410000166007

1. Review Legal Status Statement below.
2. Check, sign, date, and return the Certification of Continuing Education below.
3. Complete the Conviction Statement below.

IMPORTANT INFORMATION:

- If you do not renew your license/credential before 11/1/2017, you may not practice.
- By completing and returning my renewal paperwork to the DSPS, I understand that if information previously provided to the DSPS becomes invalid, incorrect or outdated, since the last renewal or issuance of my license/credential, I understand that I am obliged to provide this updated information to ensure the information on file for my license/credential remains current, valid, and truthful. I also understand that this includes and is not limited to license/credential holders of any of the credentials/licenses set forth in Wis. Stat. s. 440.03(13)(b) who is convicted of a felony or misdemeanor, since the issuance of the license/credential or since the last renewal, in the state or elsewhere shall notify the DSPS in writing of the date, place and nature of the conviction or finding within 48 hours after the entry of the judgment of conviction.
- The DSPS no longer sends a physical copy of a new or renewed license/credential. You should receive an email or a letter from the DSPS telling you to go online to print the license/credential off of our website. There is also an option for you to order a printed wall certificate or a Governor signed wall certificate from the DSPS for an additional \$10. (Note: The DSPS prints the same document as is available to print at home.)
- If you fail to renew within five years after license/credential expiration, you may be required to complete additional requirements to restore your license/credential.
- Making a false statement in connection with any application for license/credential is grounds for revocation or denial.
- Full payment must be received by the DSPS before your license/credential will be issued. If you do not apply for renewal by the renewal deadline, your license/credential will expire and you may no longer practice.

COMPLETE ADDITIONAL INFORMATION BELOW.

020R1/16CH.440

Legal Status Statement:

69187 - 020

If you do not have a Social Security Number on file with us or are exempt from having a Social Security Number, and/or your legal status as a qualified alien or nonimmigrant lawfully present in the United States has changed since your last renewal (or the issuance of your license if you have not renewed before), please contact the Wisconsin Department of Safety and Professional Services at 608-266-2112 or dsp@wisconsin.gov. I have read and acknowledge this information.

Certification of Continuing Education: (check, sign and date below)

I have completed or will complete 30 hours* of AMA or AOA Category I Continuing Education, including two (2) hours of a Board-approved course related to the Board's Opioid Prescribing Guidelines, pursuant to Wis. Admin. Code ch. Med 13**, on or before December 31, 2017. I will furnish evidence of completion to the Medical Examining Board upon request.

*Three (3) months of approved post-graduate training is equivalent to 30 hours of Category I credits. Wis. Admin. Code ch. Med 13.04.

**Pursuant to Wis. Admin. Code ch. Med 13.02(1g)(b), physicians that do NOT hold a U.S. Drug Enforcement Administration number to prescribe controlled substances are NOT required to complete two (2) hours of a Board-approved course relating to the Board's Opioid Prescribing Guidelines.

Conviction Statement: (check one)

Since your initial licensure or last renewal, do you have any pending charges and/or have you been convicted of any crimes (does not include minor traffic violations that do not involve alcohol or drugs, such as speeding, running stoplights, and seat belt violations).

YES NO

Signature: _____ Date: _____