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**LICENSURE FORMS COMMITTEE  
MEDICAL EXAMINING BOARD  
Room N208, 4822 Madison Yards Way, Madison  
Contact: Valerie Payne (608) 266-2112  
December 18, 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 September 18, 2019 (2)**
- C. Administrative Updates**
  - 1. Department, Staff, and Board Updates
- D. Review of Application and Renewal Forms – Discussion and Consideration (3-7)**
  - 1. Proposed Changes to Physician Initial Application **(8-19)**
  - 2. Proposed Changes to Physician Renewal Application **(20-27)**
  - 3. Minnesota Reciprocity Application and Agreement **(28-35)**
  - 4. Recommendations Regarding Changes to Five-Year Renewal Window
- E. Next Steps**
- F. Public Comments**

**ADJOURNMENT**

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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  
SEPTEMBER 18, 2019**

**PRESENT:** David Bryce, M.D.; Padmaja Doniparthi, M.D.; Bradley Kudick; Lee Ann Lau, M.D.; David Roelke, M.D.

**STAFF:** Yolanda McGowan, DPD Division Administrator; Michael Berndt, Attorney Supervisor; Megan Glaeser, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Lee Ann Lau, Chairperson, called the meeting to order at 10:22 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Lee Ann Lau moved, seconded by Padmaja Doniparthi, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 21, 2019**

**MOTION:** Lee Ann Lau moved, seconded by David Roelke, to adopt the minutes of August 21, 2019 as published. Motion carried unanimously.

**REVIEW OF APPLICATION AND RENEWAL FORMS**

**MOTION:** David Roelke moved, seconded by Padmaja Doniparthi, to refer the recommended changes to the initial and renewal applications for licensure to the Medical Examining Board for consideration. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Lee Ann Lau moved, seconded by David Bryce, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:25 a. m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Valerie Payne, Executive Director, on behalf of Dr. Lee Ann Lau		<b>2) Date when request submitted:</b> 12/16/19 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Licensing and Forms Committee of Medical Examining Board			
<b>4) Meeting Date:</b> 12/18/19	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Review of Application and Renewal Forms	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  <b>Discussion of the following incorporated revisions and revised documents:</b> <ol style="list-style-type: none"> <li>1. Complete Summary of Changes (Please see page 3 regarding additional clarification sought by Credentialing/Renewal staff.)</li> <li>2. Application Form 570 with revisions incorporated and Excel sheet detailing Form 570 question changes and renumbering.</li> <li>3. Renewal Form with revisions incorporated, Excel sheet listing questions added to the Renewal Form, and Malpractice Suits or Claim Form (for additional reference).</li> <li>4. Minnesota Reciprocity Application and Agreement</li> </ol>			
<b>11) Authorization</b>			
Valerie Payne		12/16/19	
<b>Signature of person making this request</b>		<b>Date</b>	
Supervisor (if required)		Date	
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</b>			
<b>Directions for including supporting documents:</b> <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

# Summary of Changes

## Form 570, APPLICATION FOR LICENSE TO PRACTICE MEDICINE AND SURGERY

### Substantive Changes

- Pages 2-3: “POST-GRADUATE TRAINING, FELLOWSHIPS, PRACTICE, AND OTHER ACTIVITIES” section
  - Instructions inserted “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.”**
  - Separate tables for Post-Grad Training and Practice/Privileges combined.
    - combined the "Post-Graduate Training/Fellowships, Practice, and other activities" section with the "Employment" section
    - changed the wording for the headers of both sections.
    - Activity-type categories clarified - (intern, resident, fellow, practice, other)
- Pg 4 -5 --- Questions Revised and Renumbered – Please see attached Excel Sheet.
- Pg ii – under “National Practitioner Data Bank” zip code updated to “(608) 251.3036 and formatting on “helpline” number updated to “(800) 767-6732.” Number confirmed on NPDB site.
- Pg iv – Codes for Specialties - Med Board Forms Committee does not recommend making changes to this section at this time. Committee suggests waiting until the system upgrade at which time the ABMS list can be incorporated instead of this list
- Pg 2 – references to re-registration need to remain until Wisconsin Statute/Code changes can be made reducing the window from 5 years following expiration to 1 year following expiration.
- Should Form 2862, Application for License to Practice Medicine and Surgery for Individuals with a Current Unrestricted Minnesota License, be updated OR is form going to be eliminated due do the Medical Compact?

### Non-Substantive Changes

- Address had previously been updated from 1400 E Washington Ave address to 4822 Madison Yards Way address on header and on the bottom of page i.
- Lower left footer – version date updated.
- Pg 2 - “Are You A Veteran” section – URL for military requirements updated to <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx>
- Pg 2 - “Continuing Education and Renewal Requirements” section – URL updated to <https://dsps.wi.gov/Pages/Professions/Physician/Default.aspx>
- Header – Formatting on zip code “53708-8935” updated and fax number updated to (608) 251-3036.
- Grid on pages 2-3 of 6 – “Type” column updated per Board request (Post Grad checkbox removed and all checkboxes flush)

## Renewal Form

### Substantive Changes

1. The following text has been added:

The Board recognizes that licensees encounter health conditions, including those involving mental health and substance use disorders, just as their patients and other health care providers do. The Board expects its licensees to address their health concerns and ensure patient safety. The purpose of the following questions is to determine the current fitness of the applicant to practice medicine. The following inquiries concern medical, mental health, and substance misuse issues. This information is treated confidentially by the Board. The mere fact of treatment for medical conditions, mental health conditions, or substance misuse is not, in itself, a basis on which an applicant is ordinarily denied licensure when the applicant has demonstrated personal responsibility and maturity in dealing with these issues. The Board encourages applicants who may benefit from such treatment to seek it. The Board may deny a license to an applicant whose ability to function in the practice of medicine or whose behavior, judgment, and understanding is impaired by substance misuse or a medical or mental health condition.

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.

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

2. Questions added – Please see attached Excel Sheet
3. Mike Berndt reviewing the wording to the following questions as it does not matter if visa type changes. It would only matter is visa lapses/expires:

"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 [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov). I have read and acknowledge this information."

### Non-Substantive Changes

1. Address / fax number had previously been updated from 1400 E Washington Ave address to 4822 Madison Yards Way.
2. Version date updated

3. Instruction on page 1 updated: “COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE **ALL PAGES.**”
4. Instruction on page 2 updated:  
Additional Requirements for Renewal
  - Review the Certificate of Legal Status statement below.
  - Complete the Continuing Education (CE) Statement below.
  - Answer, sign and date the Conviction Statement below.
  - **Complete all questions on all pages of this form.**

**Clarification and/or direction is sought by Credentialing/Renewal staff regarding the following:**

1. Implementing the additional questions on the renewal form into the online renewal process would be quite difficult and time consuming.
  - Make the additional two pages their own independent form that is required to be submitted before the renewal is completed. The questions form would not be part of the online renewal, instead the licensee would be instructed to print off the additional form from the DSPS website. They would then complete the form and mail/fax/email it to the renewals unit. A similar process is already in place for other professions.
2. Who would review the "yes" responses to the newly incorporated questions (malpractice, substance use, health problems, etc.) and what is the process that ensues (i.e., legal team review? med board liaison review)?
  - Renewals would only be able to screen for yes answers. If any are present they would then send the renewal to a determined board/legal team to make a determination based on the circumstances around why the question(s) are answered yes.
3. Question 7 asks “have you ever been...placed on leave or **taken leave (except vacation)**...”. The highlighted portion of the question is concerning. For what purpose are we asking this? Do they need to report sick days, FMLA, bereavement, paternity/maternity leave, etc.? This question as worded will almost certainly lead to a massive number of inquiries from licensees looking for clarification. [NOTE: if changes are made to Question 7 on the renewal form, should changes also be made to correspondent Question 7 on Form 570, the initial application form?]
  - Wording simply needs to be made more specific. If we will require them to report leave we need specific direction as to why we are asking and what needs to be reported so that staff can properly respond to inquiries from licensees.
4. The third page states: “The following inquiries concern medical, mental health, and substance misuse issues. This information is treated confidentially by the Board.” Does anything need to be stated regarding the responses to these questions also being reviewed by Renewals staff?

# 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](mailto: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](http://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](http://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](http://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](mailto: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](mailto:DSPSCREDMEDBD@wi.gov) or faxed to (608) 251-3036. If you have further questions regarding this report, contact the NPDB helpline at (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](http://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](mailto: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).

<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>MI</b> <input type="text"/>	<b>Former / Maiden Name(s)</b> <input type="text"/>
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<b>Address</b> (street, city, state, zip) <input type="text"/>	<b>Daytime Telephone Number</b> <input type="text"/> - <input type="text"/> - <input type="text"/>
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<b>Mailing Address</b> (if different) <input type="text"/>	<b>Date of Birth</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
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<b>Social Security #</b> <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**

<b>Specialty</b> (see page iv for a listing of codes) <input type="text"/>	<b>Specialty Code</b> (see page iv for a listing of codes) <input type="text"/>
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<b>Medical School</b> <input type="text"/>	<b>Medical School Address</b> (street, city, state) <input type="text"/>
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<b>Degree</b> <input type="text"/>	<b>Date Degree Granted</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
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**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 <b>\$75.00 Total Fee Attached</b>
<input type="checkbox"/> Endorsement of Steps 1, 2 and 3 of USMLE \$75.00 Initial Credential Fee <b>\$75.00 Total Fee Attached</b>	<input type="checkbox"/> Reciprocity of State Board Exam (Taken Prior to 1972) \$141.00 Reciprocal Credential Fee <b>\$141.00 Total Fee Attached</b>
<input type="checkbox"/> Endorsement of National Boards (MD or DO), (NBME or NBOME) \$75.00 Initial Credential Fee <b>\$75.00 Total Fee Attached</b>	<input type="checkbox"/> Visiting Physician \$141.00 Reciprocal Credential Fee <b>\$141.00 Total Fee Attached</b>
<input type="checkbox"/> Endorsement of FLEX \$75.00 Initial Credential Fee <b>\$75.00 Total Fee Attached</b>	<input type="checkbox"/> Re-Registration (license expired more than 5 years) \$141.00 Renewal Fee \$ 25.00 Late Renewal Fee <b>\$166.00 Total Fee Attached</b>

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](http://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: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>  (To) <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>
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# Wisconsin Department of Safety and Professional Services

## POST-GRADUATE TRAINING/FELLOWSHIPS, PRACTICE, AND OTHER ACTIVITIES, continued. . .

<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 type="text"/> / <input type="text"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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"/>  (To) <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Intern <input type="checkbox"/> 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)? <b>If yes, state what profession(s) and in what state(s):</b> <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)? <b>If yes, state name(s) credentialed under:</b> <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? <a href="https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/145">https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/145</a> <a href="https://docs.legis.wisconsin.gov/statutes/statutes/252">https://docs.legis.wisconsin.gov/statutes/statutes/252</a>	<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? <b>If yes, provide details below:</b> <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? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you ever been reprimanded, demoted, disciplined, cautioned, placed on probation, limited in your practice or privileges, 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? <b>If yes, attach a sheet providing details about the action, including the name of the entity and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have any suits or claims ever been filed against you as a result of professional services? <b>If yes, Malpractice Suits or Claims (Form #2829).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Has the Drug Enforcement Administration ever withdrawn your DEA number or warned you, or have you been denied a DEA number? <b>If yes, give details on an attached sheet.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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. <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Are you incarcerated, on probation, or on parole for any conviction? <b>If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	If yes to question 10 above, did you apply for a predetermination of the convictions? <b>If YES, proceed to question 13.</b> <b>If NO, submit Convictions and Pending Charges Form #2252 and supporting documentation.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If yes to question 12, did you receive an approval letter? <b>If YES, proceed to question 14.</b> <b>If NO, you may proceed to question 15.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	If yes to question 14, <b>since the date of your approval letter</b> 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. <b>If YES, submit Convictions and Pending Charges Form #2252 and supporting documentation.</b> <b>If NO, do not submit Convictions and Pending Charges Form #2252.</b>	<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 direction 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 17. <b>If yes, please explain.</b>	<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? <b>If yes, please explain.</b>	<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? <b>If yes, please explain.</b>	<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? <b>If yes, please explain.</b>	<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? <b>If yes, please explain.</b>	<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.

# Wisconsin Department of Safety and Professional Services

## 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:  /  /

FORM 570 - Question Revision and Re-Ordering			11/27/2019
Now #	Was #	Question text (new version)	Comment
1	10	Are you registered or licensed in any other professions(s)? If yes, state what professions(s) and in what state(s):	
2	11	Have you ever been credentialed under any other name(s)? if yes, state name(s) credentialed under:	
3	1	Are you familiar with the state health laws and rules and regulations of the Wisconsin Department of Health regarding communicable diseases? <a href="https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/145">https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/145</a> <a href="https://docs.legis.wisconsin.gov/statutes/statutes/252">https://docs.legis.wisconsin.gov/statutes/statutes/252</a>	URLs added
4	3	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:	
5	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.	
6	5	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.	
7	4	Have you ever been reprimanded, demoted, disciplined, cautioned, placed on probation, limited in your practice or privileges, 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 entity and date of action.	REWORDED - Prior text read "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? If yes, attached a sheet providing details about the action, including the name of the credentialing agency and date of action. "
7	9	Question text incorporated into renumbered question 7 text.	
8	10	Have any suits or claims ever been filed against you as a result of professional services? If yes, Malpractice Suits or Claims (Form #2829).	
9	12	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.	
10	6	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).	

FORM 570 - Question Revision and Re-Ordering			11/27/2019
Now #	Was #	Question text (new version)	Comment
11	7	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.	
12	20	If yes to question 10 above, did you apply for a predetermination of the convictions? If YES, proceed to question 13. If NO, submit Convictions and Pending Charges Form #2252 and supporting documentation.	added due to 2017 WI Act 278
13	21	If yes to question 12, did you receive an approval letter? <b>If YES, proceed to question 14. If NO, you may proceed to question 15.</b>	added due to 2017 WI Act 278 Dr. Lau requested revision on 11/15/19. Red text subsequently added.
14	22	If yes to question 14, 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.	added due to 2017 WI Act 278
15	13	Do you have a medical, <b>physical or mental</b> condition, which in any way impairs or limits your ability to practice medicine with reasonable skill and safety? If no, you may skip questions 17. If yes, please explain.	Red text added
16	14	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.	REWORDED - Prior text read "If yes to question 13, are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications), or participate in a monitoring program? If yes, please explain."
16	15	Question text incorporated into renumbered question 16 text.	
17	16	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	REWORDED - Prior text read: "Does your use of chemical substance(s) in any way impair, or limit your ability to practice medicine with reasonable skill and safety? If yes, please explain."
18	18	Are you currently ( <b>within the last two years</b> ) engaged in the illegal use of controlled dangerous substances?	Red text added
19	19	If yes to question 18, are you <b>currently</b> 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.	The word "currently" was removed.

<b>FORM 570 - Question Revision and Re-Ordering</b>			<b>11/27/2019</b>
<b>Now #</b>	<b>Was #</b>	<b>Question text (new version)</b>	<b>Comment</b>
20	17	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.	Reference: 6.001 Admin Chapter Med 1.06(8): "Has been diagnosed as suffering from pedophilia, exhibitionism or voyeurism."

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

XXXXX - 020

**MEDICINE AND SURGERY RENEWAL**

MARY SMITH, MD  
MARY SMITH  
123 HAPPY VALLEY RD  
HOMETOWN, WI 50000

**Credential Renewal Fee Schedule:**

*due before 11/1/2019*

**Total Owed: \$100.00  
Total Paid: \$0.00  
Balance Owed: \$100.00**

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.
- 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 "Self Service."

- 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 ALL PAGES

020R11/19CH.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: AMT PD. \$   
XXXXX - 020 EXPIRED \$100.00 10/31/2019 XXXXX

VISA  MASTERCARD  AMEX  DISCOVER

CARD #: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

PLEASE PRINT NAME/ADDRESS  
CHANGES IN THE SPACE BELOW

MARY SMITH, MD  
MARY SMITH  
123 HAPPY VALLEY RD  
HOMETOWN, WI 50000  
[email.address@email.com](mailto:email.address@email.com)

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

02000450090000750000100002

- Review the Certificate of Legal Status statement below.
- Complete the Continuing Education (CE) Statement below.
- Answer, sign and date the Conviction Statement below.
- Complete all questions on all pages of this form.
- IMPORTANT NOTICE:
- If you do not renew your license/credential before 11/1/2019, 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.

020R11/19CH.440 XXXXX-20

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 [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov). I have read and acknowledge this information.

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

I have completed 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\*\*. 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 last renewal or initial licensure (if this is your first renewal), do you have any pending charges, and/or have you violated any federal or state laws, or any local ordinances (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 \_\_\_\_\_

The Board recognizes that licensees encounter health conditions, including those involving mental health and substance use disorders, just as their patients and other health care providers do. The Board expects its licensees to address their health concerns and ensure patient safety. The purpose of the following questions is to determine the current fitness of the applicant to practice medicine. The following inquiries concern medical, mental health, and substance misuse issues. This information is treated confidentially by the Board. The mere fact of treatment for medical conditions, mental health conditions, or substance misuse is not, in itself, a basis on which an applicant is ordinarily denied licensure when the applicant has demonstrated personal responsibility and maturity in dealing with these issues. The Board encourages applicants who may benefit from such treatment to seek it. The Board may deny a license to an applicant whose ability to function in the practice of medicine or whose behavior, judgment, and understanding is impaired by substance misuse or a medical or mental health condition.

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.

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

1.	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 3. <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If yes to question 1, 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? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	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? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	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
5.	If yes to question 4, 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? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Since your last renewal <i>or</i> initial licensure (if this is your first renewal), have you been reprimanded, demoted, disciplined, cautioned, placed on probation, limited in your practice or privileges, 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? <b>If yes, attach a sheet providing details about the action, including the name of the entity and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

9.	Since your last renewal <i>or</i> initial licensure (if this is your first renewal), has the Drug Enforcement Administration withdrawn your DEA number or warned you, or have you been denied a DEA number? <b>If yes, give details on an attached sheet.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Since your last renewal <i>or</i> initial licensure (if this is your first renewal), have there been any medical malpractice claims resulting in payouts made on your behalf? <b>If yes, please submit Malpractice Suits or Claims (Form #2829).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

PENDING CHARGES/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.

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:  /  /

	<b>RENEWAL FORM - QUESTIONS ADDED</b>	<b>11/27/2019</b>
Q#	Question text	Comment
1	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 3. If yes, please explain.	
2	If yes to question 1, 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.	
3	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.	
4	Are you currently (within the last two years) engaged in the illegal use of controlled dangerous substances?	
5	If yes to question 4, 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.	
6	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.	
7	Since your last renewal or initial licensure (if this is your first renewal), have you been reprimanded, demoted, disciplined, cautioned, placed on probation, limited in your practice or privileges, 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.	
8	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.	
9	Since your last renewal or initial licensure (if this is your first renewal), has the Drug Enforcement Administration withdrawn your DEA number or warned you, or have you been denied a DEA number? If yes, give details on an attached sheet.	

	<b>RENEWAL FORM - QUESTIONS ADDED</b>	<b>11/27/2019</b>
Q#	Question text	Comment
10	Since your last renewal or initial licensure (if this is your first renewal), have there been any medical malpractice claims resulting in payouts made on your behalf? If yes, please submit Malpractice Suits or Claims (Form #2829).	



# Wisconsin Department of Safety and Professional Services

<b>Parties:</b>	<input type="text"/>	
<b>Date Filed:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<b>Date Resolved:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Court and Case No.</b>	<input type="text"/>	<b>Disposition:</b> <input type="text"/>
<b>Description of Legal Action or Claim:</b>		

<b>Parties:</b>	<input type="text"/>	
<b>Date Filed:</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<b>Date Resolved:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Court and Case No.</b>	<input type="text"/>	<b>Disposition:</b> <input type="text"/>
<b>Description of Legal Action or Claim:</b>		

# 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

Ship To: 4822 Madison Yards Way  
Madison, WI 53705  
E-Mail: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## MEDICAL EXAMINING BOARD

### INFORMATION FOR COMPLETING APPLICATION FOR MEDICINE AND SURGERY FOR INDIVIDUALS WITH A CURRENT UNRESTRICTED MINNESOTA LICENSE

**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.

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 nor waive supporting documents even in emergency situations.

**PLEASE READ BEFORE COMPLETING YOUR APPLICATION:** This application **does not** apply to individuals who hold a MN Telemedicine license. To qualify for this license you must currently hold an unrestricted State of Minnesota license.

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

- Application (**Form #2862**) and fees
- National Practitioner Data Bank Report
- Certification of Post Graduate Training (**Form #2165**)
- Copies of malpractice suit and court documents with allegations and settlement if applicable, complete Malpractice Suits or Claims (**Form #2829**)
- Authorization and Waiver (**Form #571**)
- Provide a current copy of your unrestricted Minnesota license
- Physician Profile Data Report from the American Medical Association or American Osteopathic Association
- Physician Data Center Practitioner Profile from the Federation of State Medical Boards (**Form #1445**)
- Convictions and Pending Charges (**Form #2252**) if applicable

**VERIFICATION OF MEDICAL LICENSES IS REQUIRED:** You are required to submit a current copy of your unrestricted Minnesota license to the Wisconsin Medical Examining Board.

**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/pract/selfQueryBasics.jsp>. Select the option that reads, "Start a Self-Query for an Individual." 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](mailto: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.

# Wisconsin Department of Safety and Professional Services

**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: American Medical Association Physician Profile Data at: <https://profiles.ama-assn.org/amaprofiles/>. Please select the option for "Physicians Only Requests for Profiles to be sent to Licensing Boards" and follow the steps given on the AMA website.

All DO's applying for licensure must use the AOA website at [www.DOPprofiles.org](http://www.DOPprofiles.org).

**PHYSICIAN DATA CENTER PRACTITIONER PROFILE REPORT:** Request Report from the Federation of State Medical Boards (Form #1445).

## **ORAL INTERVIEWS:**

The Oral Interview process in the State of Wisconsin was created under Wis. Admin. Code § MED 1.06. **If you are selected to appear for an Oral Interview**, you will be scheduled to appear before the Review Panel at one of the regularly scheduled Board meetings.

### **Panel Review: Oral Interviews:**

- a) In addition to the National exam, an applicant **may** be required to complete an Oral Interview if the applicant:
  1. Has a medical condition, which in any way impairs or limits the applicant's ability to practice medicine and surgery with reasonable skill and safety.
  2. Uses chemical substances to impair in any way the applicant's ability to practice medicine and surgery with reasonable skill and safety.
  3. Has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction.
  4. Has been found to be negligent in the practice of medicine or has been a party in a lawsuit in which it was alleged that the applicant had been negligent in the practice of medicine.
  5. Has been convicted of a crime the circumstances of which substantially relate to the practice of medicine.
  6. Has lost, had reduced, or had suspended his or her hospital staff privileges, or has failed to continuously maintain hospital privileges during the applicant's period of licensure following post-graduate training.
  7. Has graduated from a medical school not approved by the Board.
  8. Has been diagnosed as suffering from Pedophilia, Exhibitionism, or Voyeurism.
  9. Has within the past two (2) years engaged in the illegal use of controlled substances.
  10. Has been subject to adverse formal action during the course of medical education, postgraduate training, hospital practice, or other medical employment.
  11. Has not practiced medicine and surgery for a period of three (3) years prior to application, unless the applicant has been graduated from a school of medicine within that period.
- b) An application filed under Wis. Admin. Code § Med 1.02 shall be reviewed by an Application Review Panel of at least two (2) Board members designated by the Chairperson of the Board. The Panel shall determine whether the applicant is eligible for a regular license without completing an Oral Interview. An applicant can also be required to take an Oral Interview under Wis. Admin. Code Med § 1.08(2), if the applicant has been examined four (4) or more times before achieving a passing grade.

## **MAILING INSTRUCTIONS:**

Mail the Application (Form #2862), 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

**CODES FOR SPECIALTIES:** Enter specialty code(s) on page 1 of the Application.

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 Practice	41	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	Research	34
Internal Medicine - Cardiology	05	Retired	24
Internal Medicine - Pulmonary Medicine	45	Rheumatology	57
Neonatology	63	School Physician	52
Nephrology	40	Surgery - Cardiovascular	44
Neurology	10	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

**Ship To:** 4822 Madison Yards Way  
 Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## MEDICAL EXAMINING BOARD

### APPLICATION FOR LICENSE TO PRACTICE MEDICINE AND SURGERY FOR INDIVIDUALS WITH A CURRENT UNRESTRICTED MINNESOTA LICENSE

(This application does not apply for individuals who hold a Minnesota Telemedicine license.)

**Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).**

**PLEASE TYPE OR PRINT IN INK**  Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).

<b>Last Name</b> <input style="width:95%;" type="text"/>	<b>First Name</b> <input style="width:95%;" type="text"/>	<b>MI</b> <input style="width:95%;" type="text"/>	<b>Former / Maiden Name(s)</b> <input style="width:95%;" type="text"/>
<b>Address</b> (street, city, state, zip) <input style="width:95%;" type="text"/>		<b>Daytime Telephone Number</b> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>	
<b>Mailing Address</b> (if different) <input style="width:95%;" type="text"/>		<b>Date of Birth</b> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> / <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> / <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>	
<b>Social Security #</b> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> - <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" 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.	
Ethnicity/gender status information is optional.			
<b>Ethnicity:</b> <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 <b>Sex:</b> <input type="checkbox"/> M <input type="checkbox"/> F			
<b>Have you ever been licensed in Wisconsin as a Physician?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list your credential number: <input style="width:150px;" type="text"/>	
<b>Email Address</b> <input style="width:95%;" type="text"/>			
<b>Medical School Name</b> <input style="width:95%;" type="text"/>		<b>Medical School Address</b> (street, city, state) <input style="width:95%;" type="text"/>	
<b>Date Degree Granted</b> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> / <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> / <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/>		<b>Degree</b> <input style="width:95%;" type="text"/>	
<b>Specialty</b> (see page iii for a listing of codes) <input style="width:95%;" type="text"/>		<b>Specialty Code</b> <input style="width:150px;" type="text"/>	

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

- I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see page 2 for further information)
- Reciprocity of MN State Board**  
 \$ 75.00 Reciprocal Initial Credential Fee  
 \$ 75.00 Total Fee Attached

**For Receiving Use Only (20/21)**

# Wisconsin Department of Safety and Professional Services

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

- Application (**Form #2862**) and appropriate fee
- National Practitioner Data Bank Report
- Certification of Post-graduate training (**Form #2165**)
- Provide a current copy of your unrestricted Minnesota license
- Physician Profile Data Report from the American Medical Association or American Osteopathic Association
- Physician Data Center Practitioner Profile from the Federation of State Medical Boards (**Form #1445**)
- Authorization and Waiver (**Form#571**)
- 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
- 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 <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.WISVET.com](http://www.WISVET.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.”

**POST-GRADUATE TRAINING:** Account for all post-graduate training activities. All facilities listed below must complete (**Form #2165**) and return directly to the Department to certify your completion of training. (Attach additional sheets, if necessary.)

Dates (Month/Year)	Type	Name of School, Hospital Clinic, or Other	Location (City, State and Country)
(From) <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>  (To) <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input type="checkbox"/> Post-Grad <input type="checkbox"/> Intern <input type="checkbox"/> Resident <input type="checkbox"/> Fellow		(City) <input style="width: 100%; height: 20px;" type="text"/>  (State) <input style="width: 30px; height: 20px;" type="text"/>  (Country) <input style="width: 100%; height: 20px;" type="text"/>
(From) <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>  (To) <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input type="checkbox"/> Post-Grad <input type="checkbox"/> Intern <input type="checkbox"/> Resident <input type="checkbox"/> Fellow		(City) <input style="width: 100%; height: 20px;" type="text"/>  (State) <input style="width: 30px; height: 20px;" type="text"/>  (Country) <input style="width: 100%; height: 20px;" type="text"/>
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# Wisconsin Department of Safety and Professional Services

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

1.	Are you familiar with the state health laws and rules and regulations of the Wisconsin Department of Health regarding communicable diseases?	<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? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever failed to pass any state board examination, national board (NBME or NBOME), FLEX, or, USMLE examination? <b>If yes, provide details below:</b>  <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<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? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you ever been convicted of a misdemeanor or a felony, or do you have any felony or misdemeanor charges pending against you? <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you incarcerated, on probation, or on parole for any conviction? <b>If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have any suits or claims ever been filed against you as a result of professional services? <b>If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition and complete Malpractice Suits or Claims (Form #2829).</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have your hospital privileges ever been limited or removed? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b>  <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Have you ever been credentialed under any other name(s)? <b>If yes, state name(s) credentialed under:</b>  <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Has the Drug Enforcement Administration ever withdrawn your DEA number or warned you, or have you been denied a DEA number? <b>If yes, give details on an attached sheet.</b>	<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)

11.	Do you have a medical condition, which in any way impairs or limits your ability to practice medicine with reasonable skill and safety? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Does your use of chemical substance(s) in any way impair or limit your ability to practice medicine with reasonable skill and safety? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	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? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? <b>If yes, please explain.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Are you currently engaged in the illegal use of controlled dangerous substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	If yes, 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? <b>If yes, please explain.</b>	<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.

# Wisconsin Department of Safety and Professional Services

## 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:  /  /