

Monitoring Frequently Asked Questions

Revised 11-07-14

The Monitoring Unit ensures compliance with Board, Section, and Department Orders.

The answers below are general in nature and are not intended to address specific questions or situations. The Order issued to you dictates the course of action specific to your situation so please read it carefully.

Q: Where do I send payments, course approval requests, reports, petitions and other information required in my Order?

A: *After your Order is issued, all information shall be mailed, faxed, emailed or delivered to:*

*Department Monitor
Department of Safety and Professional Services
Division of Legal Services and Compliance
P.O. Box 7190
Madison, WI 53707-7190
Fax: 608-266-2264
Email: dpsmonitoring@wi.gov*

Q: I was ordered to pay costs of the proceeding, to whom do I write the check?

A: *Please make checks out to the Department of Safety and Professional Services and include your license number on the check.*

Q: How do I petition the Board for modifications, stays, full licensure, extensions, etc.?

A: *Submit a written request with all documentation that may be required in your Order (i.e. recommendation from your therapist, work supervisor, etc.).*

Q: What is the deadline to submit petitions and supporting documents for the Board to consider?

A: *12 business days prior to the scheduled Board Meeting.*

Q: My license was limited as a result of the Order, but I completed all the requirements. Why does the Department website still report that my license is limited?

A: *Please submit a petition for full licensure to the address above.*

Board-Ordered Education

Q: How do I get continuing education or substitute courses preapproved?

A: *Prior to taking the course, submit the proposed course name, provider and description to the Department Monitor. The Monitor will submit this information to the Board Liaison and let you know whether the course is approved.*

Q: Where can I find required education courses?

A: *Your required education course may be listed in your Order. If not, check with your profession's association, technical schools, colleges, universities, and other continuing education providers. It is not the responsibility of the Department Monitor or the Board Liaison to find these courses for you.*

Q: I have completed the education, now what do I do?

A: *Submit the documentation required in your Order (typically a certificate of completion and/or affidavit) to the Department Monitor.*

Q: I have completed the nurse refresher course, how do I get my full license back?

A: *Submit the completion certificate and petition for full licensure to the Department Monitor.*

Impairment Orders

Q: What does an Impairment Order require?

A: *Requirements may include, but are not limited to, the following:*

- *Abstinence from alcohol and controlled substances*
- *AA/NA meetings with quarterly verified attendance reports*
- *Therapy/Treatment Sessions with quarterly therapy reports*
- *Random drug screens*
- *Work supervision with quarterly work reports*
- *Practice Limitations (if applicable)*
- *Quarterly self reports*
- *Audits*

Q: How do I know if I am in Monitoring or the Professional Assistance Program (PAP)?

A: *If you have a Board/Section/Department Order, you are in the Monitoring Program.*

Q: What are the “Approved Programs” for drug and alcohol testing?

A: *Our third party administrators are Affinity and FirstLab.*

Q: May I be excused from testing if I am going out of town?

A: *Testing is not excused during travel. If you are traveling and will not be able to test at your regular collection site, contact your Approved Program (Affinity or FirstLab) two weeks in advance to setup an alternate site in the event you are selected while you are gone. You must also notify the Department Monitor of your travel plans.*

Q: Do I have to check-in with the Approved Program every day?

A: *Yes, daily check-ins are required.*

Q: Do I have to test within a certain period?

A: *You must provide the requested specimen within five (5) hours of your check-in time, so please plan your day accordingly.*

Q: Are there resources available from the Department of Safety and Professional Services to help pay for drug screens and therapy sessions?

A: *No, you are responsible for all costs and expenses.*

Q: When are reports due?

A: *Reports are due on a quarterly basis (every three (3) months) beginning with the date of your Order.*

Q: Do I have to submit work reports if I am not working in my profession?

A: *No, but you are required to keep the monitor apprised of your employment status on a quarterly basis. Keep in mind that if you are required to submit work reports for a specific amount of time, the fact that you are not working in your profession does not excuse you from this requirement; the clock does not start running until you working in your professional and begin submitting reports.*

Q: How long will I be monitored for?

A: *You will be monitored for the length of time specified in your Order, and/or until you petition the Board.*

Q: If my question was not answered here, who do I contact?

A: *You may contact the Department Monitor at 608-267-3817 or dspsmonitoring@wi.gov. Please allow 3-5 business days for response.*