



**VIRTUAL/TELECONFERENCE
CHIROPRACTIC EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
February 3, 2022**

The following agenda describes the issues that the Board 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 description of the actions of the Board.

AGENDA

8:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes**
 - 1) October 28, 2021 **(4-7)**
 - 2) November 18, 2021 **(8)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Board Updates
 - 2) Annual Policy Review **(9-12)**
 - 3) Election of Officers and Appointment of Liaisons and Alternates, Delegation of Authorities **(13-21)**
 - 4) Board Members – Term Expiration Dates
 - a. Damrow, James M. – 7/1/2023
 - b. Erlandson, Kris N. – 7/1/2025
 - c. Heffernan, Amy L. – 7/1/2025
 - d. Hendrickson, Kathleen A. – 7/1/2024
 - e. Meschefske, Daniel – 7/1/2025
 - f. Yellen-Shiring, Eugene – 7/1/2023
- F. Legislation and Policy Matters – Discussion and Consideration**
 - 1) Assembly Bill 117 and Senate Bill 115 (Including Substitute Amendment)
- G. Administrative Rule Matters – Discussion and Consideration**
 - 1) Scope Statement: Chir 3 and 5, Relating to Professional Boundaries Continuing Education Requirement **(22-24)**
 - 2) Pending and Possible Rulemaking Projects **(25)**

H. Credentialing Matters – Discussion and Consideration

- 1) Chiropractic Technician, Chiropractor, and Preceptorship Credentialing **(26-28)**

I. COVID-19 – Discussion and Consideration

J. Discussion and Consideration of Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Preceptor Approvals
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

K. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

L. Deliberation on Division of Legal Services and Compliance Matters

- 1) **Administrative Warning(s)**
 - a. 20 CHI 035 – C.A.K. **(29-30)**
 - b. 21 CHI 005 – T.A.D. **(31-32)**
- 2) **Case Closing(s)**
 - a. 20 CHI 004 – J.L.T. **(33-37)**
- 3) **Proposed Stipulation(s), Final Decision(s) and Order(s)**
 - a. 21 CHI 010 – Curt J. Draeger, D.C. **(38-44)**

M. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- O. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- P. Open Session Items Noticed Above Not Completed in the Initial Open Session
- Q. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

ADJOURNMENT

NEXT MEETING: MARCH 31, 2022

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. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
OCTOBER 28, 2021**

PRESENT: James Damrow, Kris Erlandson, Amy Heffernan, Daniel Meschefske, Eugene Yellen-Shiring

EXCUSED: Kathleen Hendrickson

STAFF: Brad Wojciechowski, Acting Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Katlin Schwartz, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Adv.; and other Department Staff

CALL TO ORDER

James Damrow, Vice Chairperson, called the meeting to order at 8:32 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF AGENDA

MOTION: Eugene Yellen-Shiring moved, seconded by Amy Heffernan, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF AUGUST 5, 2021

MOTION: Eugene Yellen-Shiring moved, seconded by Kris Erlandson, to approve the Minutes of August 5, 2021 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers and Appointment of Liasons and Alternates

Chairperson

NOMINATION: Eugene Yellen-Shiring nominated James Damrow for the Office of Chairperson. James Damrow accepted the nomination.

NOMINATION: Amy Heffernan nominated Kris Erlandson for the Office of Chairperson. Kris Erlandson accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Kris Erlandson was elected as Chairperson by majority roll call vote.

Roll Call Vote: James Damrow-himself; Kris Erlandson-himself; Amy Heffernan-Kris Erlandson; Daniel Meschefske-Kris Erlandson; and Eugene Yellen-Shiring-James Damrow.

Secretary

NOMINATION: Kris Erlandson nominated Amy Heffernan for the Office of Secretary. Amy Heffernan accepted the nomination.

NOMINATION: James Damrow nominated Eugene Yellen-Shiring for the Office of Secretary. Eugene Yellen-Shiring accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Roll Call Vote: James Damrow-Eugene Yellen-Shiring; Kris Erlandson-Amy Heffernan; Amy Heffernan-herself; Daniel Meschefske-Amy Heffernan; and Eugene Yellen-Shiring-himself.

Amy Heffernan was elected as Secretary by majority roll call vote.

ELECTION OF OFFICERS	
Chairperson	Kris Erlandson
Vice Chairperson	James Damrow
Secretary	Amy Heffernan

(James Damrow served as acting Chairperson for the duration of this meeting.)

LIAISON APPOINTMENTS	
Credentialing Liaison	James Damrow <i>Alternate: Amy Heffernan</i>
Exams, Education and Continuing Education Liaison	James Damrow, Amy Heffernan, Kris Erlandson <i>(Rotate CE Approvals to D.C. Members)</i>
Monitoring Liaison	James Damrow <i>Alternate: Daniel Meschefske</i>
Professional Assistance Procedure (PAP) Liaison	Kathleen Hendrickson <i>Alternate: Daniel Meschefske</i>
Legislative Liaison	Kris Erlandson <i>Alternate: James Damrow</i>
Travel Liaison	James Damrow <i>Alternate: Daniel Meschefske</i>
Rules Liaison	Amy Heffernan <i>Alternate: Eugene Yellen-Shiring</i>
Preceptor Liaison	Eugene Yellen-Shiring <i>Alternate: Amy Heffernan</i>

SCREENING PANEL APPOINTMENTS	
Screening Panel	Eugene Yellen-Shiring, Kris Erlandson, Daniel Meschefske <i>Alternate: Amy Heffernan</i>

MOTION: Kris Erlandson moved, seconded by Amy Heffernan, to delegate authority to the Preceptor Liaison(s) to handle all matters regarding preceptors, including approval of preceptors. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Possible Scope Statement – Professional Boundaries Continuing Education Requirement

MOTION: Eugene Yellen-Shiring moved, seconded by Kris Erlandson, to request DSPS staff draft a Scope Statement revising Chir 3 and 5, relating to Professional Boundaries Education Requirements. Motion carried unanimously.

CLOSED SESSION

MOTION: Kris Erlandson moved, seconded by Amy Heffernan, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1)(a), Stats.); to consider licensure or certification of individuals (§ 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (§§ 19.85(1)(b), and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85(1)(f), Stats.); and to confer with legal counsel (§ 19.85(1)(g), Stats.). James Damrow, Acting Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: James Damrow-yes; Kris Erlandson-yes; Amy Heffernan-yes; Daniel Meschefske-yes; and Eugene Yellen-Shiring-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:44 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

21 CHI 008 – J.M.S.

MOTION: Amy Heffernan moved, seconded by Daniel Meschefske, to issue an Administrative Warning in the matter of J.M.S., DLSC Case Number 21 CHI 008. Motion carried unanimously.

(James Damrow recused himself and left the room for deliberation and voting in the matter concerning J.M.S., DLSC Case Number 21 CHI 008.)

Case Closings

21 CHI 001 – P.M.F.

MOTION: James Damrow moved, seconded by Daniel Meschefske, to return DLSC Case Number 21 CHI 001, against P.M.F., to DLSC for further proceedings. Motion carried unanimously.

Proposed Stipulations, Final Decisions and Orders

20 CHI 003 – Paul W. Mergen, D.C.

MOTION: Amy Heffernan moved, seconded by Kris Erlandson, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Paul W. Mergen, D.C., DLSC Case Number 20 CHI 003. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Amy Heffernan moved, seconded by Kris Erlandson, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:49 a.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

MOTION: Kris Erlandson moved, seconded by Eugene Yellen-Shiring, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

**DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION
OF LICENSES AND CERTIFICATES**

MOTION: Eugene Yellen-Shiring moved, seconded by Amy Heffernan, to delegate ratification of examination results to DSPTS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Amy Heffernan moved, seconded by Kris Erlandson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:51 a.m.

**VIRTUAL/TELECONFERENCE
CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
NOVEMBER 18, 2021**

PRESENT: James Damrow, Kris Erlandson, Amy Heffernan, Kathleen Hendrickson, Daniel Meschefske, Eugene Yellen-Shiring

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Peter Schramm, Licensing Examination Specialist; Katlin Schwartz, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Adv.; and other Department Staff

CALL TO ORDER

Kris Erlandson, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

MOTION: Amy Heffernan moved, seconded by Daniel Meschefske, to adopt the Agenda as published. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Clearinghouse Rule 21-065 (Chir 5), Relating to Continuing Education

Review Public Hearing Comments and Respond to Clearinghouse Report

MOTION: James Damrow moved, seconded by Amy Heffernan, to accept all Clearinghouse comments for Clearinghouse Rule 21-065 (Chir 5), relating to continuing education. Motion carried unanimously.

MOTION: Amy Heffernan moved, seconded by Kris Erlandson, to authorize the Vice Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule 21-065 (Chir 5), relating to continuing education, for submission to the Governor's Office and Legislature. Motion carried unanimously.

ADJOURNMENT

MOTION: James Damrow moved, seconded by Amy Heffernan, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:39 p.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/13/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting) 4. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example) 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization			
Kimberly Wood		12/13/2021	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

4 business days prior to the meeting: Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
 - Public Hearings (on Admin Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting: Agendas are published for public notice on the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by staff detailing board actions on closed session business.

5 business days after the Meeting: "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

Department of Safety and Professional Services

PER DIEM REPORT

INSTRUCTIONS: Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

Purpose Codes:

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

NAME OF EXAMINING BOARD OR COUNCIL EXAMPLE EXAMINING BOARD			BOARD OR COUNCIL MEMBER'S NAME MARY SUNSHINE	
Activity Date MM/DD/YY	Duration of Activity Hours/Minutes	Purpose Code A or B	Where Performed City/Location (Home, Work, DSPS)	Activity Describe Activity Performed (see purpose codes)
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training
				<p>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</p> <p>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</p> <p>Department staff completes the fields titled "Total Days Claimed".</p>
CLAIMANT'S CERTIFICATION			Comments:	
The undersigned certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.				
<i>Mary Sunshine</i> Claimant's Signature		1/4/2021 Date		
			Supervisor	Date

EMPL ID: 100012345-0

To be completed by Department staff: TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00

Travel Voucher

Staple Receipts Face Up On Backside

Safety & Professional Services														
Department/ Division		Example Examining Board				Emp ID		100012345		Z				
State Officer/Employee Name		Mary Sunshine				Address		2424 Happy Road						
Mo/Yr		From/To:				City		Pleasant Prairie		State WI		Zip-Code 53158		
FY	FUND	BUSINESS UNIT	DEPART	APPR CLASS	OBJECT	PROJECT			BALANCE SHEET ACCT	REPORTING CATEGORY	PROJECT NUMBER	AMOUNT		
2021	10000	16500	1651300200	12100	7340000	16500P1<BRD ID>						DEBIT	CREDIT	
				12800		16500P2<TRD ID>								
				22100										
											TOTALS			

Official Business		Travel Points		HDQS-TIME		Personal Vehicle	Meals, including tips			Other Allowable Expenses		Total Allowable Expenses		
Date	Purpose of Trip	From	To	Depart	Return	Miles	Lodging	Morning	Noon	Evening	Item	Amount	Taxable	Non-Taxable
Use	Board Meeting	Home base	Madison	Report times you left		Miles	P-card	\$8.00	\$10.00	\$20.00			Report	Report
separate		Madison	Home base	and returned home if		must be		Maximum in-state amounts					meal cost	meal cost
lines for	You must identify			meals are claimed		split.	Enter		or				here if there	here if there
each leg	the purpose of					Cannot	"P-card"	\$10.00	\$15.00	\$25.00			is NO	IS an
of your	your trip.					place	when hotel	Maximum out-of-state amounts					overnight	overnight
trip.						roundtrip	is provided						stay.	stay.
						total on	by DSPS	Must leave	Must leave	Must return				
						one line.		home	home	home after				
								before	before	7:00 p.m.				
								6:00 a.m.	10:30 a.m.					
									and return					
									home after					
									2:30 p.m.					
LEGEND:		Staff can fill in these areas.				Board Member MUST fill in these areas								

*Item billed directly to the state agency

Sub-Totals														
						Mileage Costs								
						Miles at	0.510 cents/mile			Totals				
									Total Expenditure					
									Less Travel Advance					
									Net Amount Due					

Claimant's Statement § 16.53 Wisconsin Statutes

I declare, under penalties, that all claimed travel expenses are true and correct and are in conformity with Wisconsin statute 16.53 and related agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by the State or any other source.

I certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State. Expenditures are determined to be reasonable and proper, and that sufficient funds are available to pay this claim.

Date _____ Claimant's Signature _____

I certify that this travel claim is reasonable, proper, and in conformity with applicable statutes, travel schedule amounts, and/or collective bargaining agreements.

Agency Head or Authorized Representative _____

Date _____ Supervisor's Signature _____

Audited in accordance with S. 16.53 Wisconsin Statutes and allowed by the provisions of chapter 20.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 12/14/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting									
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board											
4) Meeting Date: 2/3/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities 									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A									
10) Describe the issue and action that should be addressed: 1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations.											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Katlin Schwartz</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">12/14/2021</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (Only required for post agenda deadline items)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Executive Director signature (Indicates approval for post agenda deadline items)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> </table>				Katlin Schwartz	12/14/2021	Signature of person making this request	Date	Supervisor (Only required for post agenda deadline items)	Date	Executive Director signature (Indicates approval for post agenda deadline items)	Date
Katlin Schwartz	12/14/2021										
Signature of person making this request	Date										
Supervisor (Only required for post agenda deadline items)	Date										
Executive Director signature (Indicates approval for post agenda deadline items)	Date										
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

Chiropractic Examining Board

2021 Officers, Liaisons, and Authorities

Election of Officers

ELECTION OF OFFICERS	
Chairperson	Kris Erlandson
Vice Chairperson	James Damrow
Secretary	Amy Heffernan

Appointments of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison	James Damrow <i>Alternate: Amy Heffernan</i>
Exams, Education and Continuing Education Liaison	James Damrow, Amy Heffernan, Kris Erlandson <i>(Rotate CE Approvals to D.C. Members)</i>
Monitoring Liaison	James Damrow <i>Alternate: Daniel Meschefske</i>
Professional Assistance Procedure (PAP) Liaison	Kathleen Hendrickson <i>Alternate: Daniel Meschefske</i>
Legislative Liaison	Kris Erlandson <i>Alternate: James Damrow</i>
Travel Liaison	James Damrow <i>Alternate: Daniel Meschefske</i>
Rules Liaison	Amy Heffernan <i>Alternate: Eugene Yellen-Shiring</i>
Preceptor Liaison	Eugene Yellen Shiring <i>Alternate: Amy Heffernan</i>
SCREENING PANEL APPOINTMENTS	

Screening Panel	Eugene Yellen-Shiring, Kris Erlandson, Daniel Meschefske <i>Alternate: Amy Heffernan</i>
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Delegation of Authorities

Document Signature Delegations

MOTION: Scott Bautch moved, seconded by James Damrow, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Scott Bautch moved, seconded by James Damrow, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Scott Bautch moved, seconded by Eugene Yellen-Shiring, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Loss of Quorum

MOTION: Scott Bautch moved, seconded by James Damrow, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. The Department's Chief Legal Counsel shall confer with the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) prior to taking action pursuant to this delegation. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Eugene Yellen-Shiring moved, seconded by James Damrow, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the January 28, 2021 agenda materials on pages 37-38. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: James Damrow moved, seconded by Scott Bautch, to delegate to Board Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Denial Decisions)

MOTION: Scott Bautch moved, seconded by Eugene Yellen-Shiring, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: James Damrow moved, seconded by Scott Bautch, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Eugene Yellen-Shiring moved, seconded by Scott Bautch, to delegate authority to the Department’s Attorney Supervisors to serve as the Board’s designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Scott Bautch moved, seconded by Eugene Yelle-Shiring, to delegate authority to the Department Attorneys to make not disqualified decisions

regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Scott Bautch moved, seconded by James Damrow, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of chiropractic. Motion carried unanimously.

Delegation to DSPS When Applicant's History Has Been Previously Reviewed

MOTION: James Damrow moved, seconded by Scott Bautch, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous chiropractic credential and there is no new conviction record. Motion carried unanimously.

Pre-Screening Delegation to Open Cases

MOTION: Scott Bautch moved, seconded by James Damrow, to delegate pre-screening decision making authority to the Department screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

Pre-Screening Delegation to Close Cases

MOTION: Scott Bautch moved, seconded by Eugene Yellen-Shiring, to delegate pre-screening decision making authority to the Department screening attorney for closing cases as outlined below:

1. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion carried unanimously.

Voluntary Surrenders

MOTION: James Damrow moved, seconded by Scott Bautch, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

Exams, Education and Continuing Education Liaison(s) Delegation

MOTION: Scott Bautch moved, seconded by James Damrow, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Denial decisions or partial denial decisions may be appealed to the full Board. Motion carried unanimously.

Preceptor Liaison(s) Delegation (10/28/2021 Meeting)

MOTION: Kris Erlandson moved, seconded by Amy Heffernan, to delegate authority to the Preceptor Liaison(s) to handle all matters regarding preceptors, including approval of preceptors. Motion carried unanimously.

Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies

MOTION: Scott Bautch moved, seconded by Bryan Gerondale, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Scott Bautch moved, seconded by Bryan Gerondale to decline the request to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

Legislative Liaison(s) Delegation

MOTION: Scott Bautch moved, seconded by Eugene Yellen-Shiring, to decline the request to grant authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Liaison(s) Delegation

MOTION: James Damrow moved, seconded by Eugene Yellen-Shiring, to delegate authority to the Travel Liaison(s) to designate delegate(s) and approve any board member travel. Motion carried unanimously.

Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
8. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
9. Grant or deny a request to appear before the Board/Section in closed session.
10. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
11. *(Except Pharmacy and Medical)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

12. Grant Respondent’s petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
 - a. Initial: 49 screens (including 1 hair test, if required by original order)
 - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
 - c. 2nd Reduction: 28 screens plus 1 hair test
 - d. 3rd Reduction: 14 screens plus 1 hair test
13. (*Dentistry only*) Ability to approve or deny all requests from a respondent.
14. The Liaison may approve or deny Respondent’s request to be excused from drug and alcohol testing for work, travel, etc.

Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

- 1) Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
- 2) Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
- 3) Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
- 4) **Grant or deny approval when Respondent proposes treatment providers [, mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval.**


Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Nilajah Hardin Administrative Rules Coordinator		2) Date when request submitted: 01/21/22 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: 02/03/22	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Scope Statement - Chir 3 and 5, relating to Professional Boundaries Education Requirements 2. Pending or Possible Rulemaking Projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Attachments: <ul style="list-style-type: none"> • Chir 3 and 5 Scope Statement • Rule Projects Chart (Board Rule projects can be Viewed Here if Needed: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx)			
11) Authorization			
 Signature of person making this request		01/21/22 Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATEMENT OF SCOPE

CHIROPRACTIC EXAMINING BOARD

Rule No.: Chir 3 and 5

Relating to: Professional Boundaries Education Requirements

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only): N/A

2. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is for the Board to review the requirements relating to education in Wisconsin Administrative Code Chapters Chir 3 and 5 to determine if a requirement on the topic of professional boundaries should be included.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Wisconsin Administrative Code Chapters Chir 3 and 5 cover the education requirements for licensure and renewal respectively. Neither of these chapters currently includes a requirement of education on the topic of professional boundaries. Other jurisdictions in the US require this topic as part of Chiropractor licensure, and the Board has determined that requiring this education will help protect the health and safety of the public of Wisconsin. The alternative to this change is to not require such education, which the Board believes will result in not reducing the number of incidents of professional misconduct related to the subject of professional boundary violations.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.08 (5) (b), Stats., provides that examining boards, such as the Chiropractic Examining Board, “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains . . .”

Section 446.02 (2) (b), Stats., provides “the examining board shall promulgate rules establishing educational requirements for obtaining a license under par (a).”

Section 446.02 (3g) (b), Stats., provides “the examining board shall promulgate rules establishing additional requirements for obtaining a license under par. (a),...”

Section 446.025 (3) (b), Stats., provides “[a] chiropractic radiological technician shall, at the time that he or she applies for renewal of a certificate ...submit evidence satisfactory to the examining board that he or she has completed at least 12 continuing educational credit hours in programs established by rules promulgated by the examining board.”

Section 446.026 (3) (b), Stats., provides “[a] chiropractic technician shall, at the time that he or she applies for renewal of a certificate ...submit evidence satisfactory to the examining board that he or she has completed at least 6 continuing educational credit hours in programs established by rules promulgated by the examining board.”

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

60 hours

6. List with description of all entities that may be affected by the proposed rule:

Wisconsin credentialed chiropractors, chiropractic radiological technicians, and chiropractic technicians, as well as sponsors and providers of continuing education required to be completed by persons with these credentials.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

None

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

The proposed rule will have minimal to no economic impact on small businesses and the state's economy as a whole.

Contact Person: Nilajah Hardin, (608) 267-7139, DSPSAdminRules@wisconsin.gov

Approved for publication:

Approved for implementation:

Authorized Signature

Authorized Signature

Date Submitted

Date Submitted

**Chiropractic Examining Board
Rule Projects (updated 01/21/22)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause	Current Stage	Next Step
Not Assigned Yet	Not Assigned Yet	Not Assigned Yet	Chir 3 and 5	Professional Boundaries Education Requirements	Scope Submitted for Board Approval at February 3, 2022 Meeting	Submission to the Governor's Office for Approval
20-085	022-20	10/20/2022	Chir 4	Chiropractic Practice	Final Rule Draft Submitted to the Governor's Office for Approval on 02/03/21	Submission to the Legislature for Standing Committee Review after Governor Approves
21-065	006-20	09/02/2022	Chir 5	Continuing Education	Final Rule Draft Submitted to Governor's Office for Approval on 12/23/21	Submission to the Legislature for Standing Committee Review after Governor Approves
19-100	061-17	N/A	Chir 12	Nutritional Counseling Certification	Legislative Review: JCRAR Objected to Rule and Introduced Legislation (2021 AB 11 and 2021 SB 32)	Whether Rule would Become Effective Depends on if New Legislation based on JCRAR Objection Passes

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Dr. Kris Erlandson, Chairperson		2) Date when request submitted: January 20, 2022 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Chiropractic Examining Board			
4) Meeting Date: February 3, 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Chiropractic Technician, Chiropractor, and Preceptorship Credentialing	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Dr. Erlandson would like to discuss chiropractic technician, chiropractor, and preceptorship credentialing. The attachment noted above is a press release from the Department describing a technology based enhancement to the DSPS Credentialing process: "DSPS Announces New Partnership with MTX Group to Modernize Licensing with Salesforce and mavQ Technology"			
11) Authorization			
Kris Erlandson		1/20/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



PRESS RELEASE—CONTACT DPS NEWSROOM AT (608) 576-2491

November 18, 2021

DSPS Announces New Partnership with MTX Group to Modernize Licensing with Salesforce and mavQ Technology

MADISON, Wis. – The Department of Safety and Professional Services (DPS) is partnering with MTX Group to further modernize its occupational credentialing process using Salesforce technology. This project is designed to move paper applications online for registered nurses, physicians, pharmacists, dentists, and other health care professionals, which together account for more than half of the agency’s total licensing volume. This will help streamline the application process and expedite decisions for individuals who have met all professional requirements and are ready to enter the health care workforce.

This is the second collaboration with MTX, which began work to automate data entry and document management tasks with its mavQ artificial intelligence platform in October. In this project, MTX will work closely with DPS to tailor the Salesforce Licensing, Permitting, and Inspection Solutions to agency operations. It will help further automate aspects of the credentialing process, particularly those steps that remain largely paper-based and manual. This will help the DPS team reduce errors, improve efficiency, and free staff members to focus on higher-level efforts, including application evaluation and customer interaction.

“This strategy will position our staff to be more effective, and that will enable us to deliver better service to all the people seeking to obtain or renew a license in Wisconsin,” said DPS Secretary Dawn Crim. “When we talk about modernizing the agency, this is it. This is what we need to do to operate the way our customers expect and deserve.”

The project plans to deliver a tailored online portal with an accessible and intuitive interface for applicants and staff. It also aims to enable online application, allow electronic signatures, and offer secure, online payment. Advanced reporting features of the built solution will help DPS track revenue figures as well as robust data about the licensing process and individual professions.

“We are proud to play a role in such important work,” said Tommie Fern, Senior VP, Public Sector Sales State and Local. “The Wisconsin DPS team provides a great example for how the industry at large can digitize and modernize the way people enter the workforce. We are excited to celebrate a mission-critical investment that will support people in pursuing their dreams and helping their communities.”

DPS plans to eventually transition all DPS credentials online. This is a major step forward for the high-volume agency that issues more than 240 unique occupational licenses in dozens of industries and fields, for which it handled nearly a half million applications and renewals in the last biennium alone.

“Our list is long, our workload is heavy, and both continue to grow,” Crim said. “This project will be transformational. While it will make a tremendous difference for our staff, it will be most significant to our customers who want to get into the licensed workforce and remain in the licensed workforce.”

MTX has worked with states across the country on a wide range of government services in a variety of sectors, including licensing, transportation, health services, and more.

“At MTX, we prioritize putting people first and creating improved happiness, health, and economic outcomes,” said MTX Founder & CEO Das Nobel. “Our mavQ offering will accelerate the safe entry and re-entry for professionals into the workforce, translating to faster earning potential for Wisconsinites, a promotion to the local economy, and overall improvement for the health care ecosystem.”

The Department of Safety and Professional Services issues more than 240 unique licenses, administers dozens of boards and councils that regulate professions, enforces state building codes, runs the state fire prevention program, and maintains the award-winning Wisconsin Enhanced Prescription Drug Monitoring Program, which is a key tool in the multi-faceted public health campaign to address the opioid epidemic. A fee-based agency, the Department of Safety and Professional Services is self-sustaining and receives no general fund tax dollars for its day-to-day operations. With five offices and 250 employees throughout Wisconsin, DSPS collaborates with constituents and stakeholders across a wide range of industries to promote safety and advance the economy.

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Jennifer Garrett, Communications Director, Wisconsin Department of Safety and Professional Services, (608) 576-2491, Jennifer.garrett@wisconsin.gov