

Wisconsin Department of Safety and Professional Services

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MEDICAL EXAMINING BOARD

INFORMATION FOR COMPLETING MEDICINE AND SURGERY APPLICATION

PLAN AHEAD:

Applicants, recruiters and 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 **may take 30 to 60 days or longer**, and that credentialing is not guaranteed to any applicant. Some factors that determine the length of time it may take to process an application depends on the length of time the applicant has been in practice, the total number of jurisdictions the applicant has been credentialed in 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 attempt to process applications in a timely fashion. We cannot issue a credential until all the required documents have been received and reviewed in the board office. It is the Department's legislative mandate to provide consumer protection for Wisconsin residents.

The Department and the Board have been prevailed upon 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.

FEDERATION CREDENTIALS VERIFICATION SERVICE:

The Department of Safety and Professional Services will accept a physician information profile completed by the Federation Credentials Verification Service (FCVS). This service is through the Federation of State Medical Boards. However, if this is the first time you are utilizing this service, it may take 4 to 6 weeks longer instead of utilizing our Department state forms. You may obtain this service online at: www.fsmb.org. If you utilize this service (FCVS), you will **not** have to use DSPS forms to verify your medical school education (Form #2164), post-graduate training (Form #2165), reporting of licensure exam scores, board action information (Form #1445), or provide a copy of your medical diploma or ECFMG certificate.

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

Application (Forms #570 or #2862 or #1542 or #568)	Malpractice Suits or Claims Form (Form #2829) and copies of malpractice suit. Court documents with allegations and settlement. If applicable
Copy of ECFMG certificate if a Foreign Graduate (FCVS)	Letters from all State Boards where license. This includes active and inactive licenses.
Joint Commission Certified Hospital, Facility and Employer Verification (Form #3046) If applicable	Signed Authorization and Waiver Form (Form #571)
Medical Education Verification Form (Form #2164 (FCVS)	Physician Profile Data Report from the American Medical Association (AMA), or American Osteopathic Association (AOA)
Certificate of Post-graduate Training (Form #2165 (FCVS)	Disciplinary Inquiry Report from the Federation of State Medical Boards (Form #1445) (FCVS)
National Board, FLEX, State Board, USMLE or LMCC score (FCVS)	Fee attached to application (Form #570)
Work History (Form #1934)	Passage of the Wisconsin Statutes and Rules Examination
National Practitioner Data Bank Report	Convictions & Pending Charges Form (Form #2252) If applicable
Hospital, Facility and Employer Verification (Form #2167)	

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ENDORSEMENT CANDIDATES:

Endorsement of FLEX and/or USMLE: Request an electronic transcript of your USMLE or FLEX exam scores at:

<https://usmle.fsmb.org/TranscriptRequests>

- Endorsement of the FLEX examination.
Prior to June 1985, you must have taken FLEX all three (3) days at one sitting AND obtained a FLEX average of 75%.
After June 1985, you must have a passing score of 75% in Component 1 and 75% in Component 2
- Endorsement of FLEX Component 1 and USMLE Step 3
- Endorsement of USMLE Steps 1, 2 and 3

Endorsement of National Boards and/or USMLE: (United States Graduates)

- Part I, II & III of National Boards
“Request for Endorsement of NBME Certification” forms are available at: www.nbme.org.
- Part I, II of National Boards and USMLE Step 3
“Request for Endorsement of NBME Certification” forms are available at: www.nbme.org.

Endorsement of National Boards I & II for ECFMG Certification and Step 3 of USMLE: (Foreign Graduates)

Exams must have been taken after September, 1989. You are required to contact ECFMG, 3624 Market St., Philadelphia, PA 19104-2685 and request certified National Boards I and II subjects, scores and a historical record of these exams be sent. ECFMG will forward this information directly to the Board office.

Request an electronic transcript of your USMLE Step 3 exam scores at: <https://fsmb.org/TranscriptRequests>.

Endorsement of the National Board of Osteopathic Medical Examiners Certification:

Mail your request for a “Endorsement of Certification/Official Transcript” and fee to the National Board of Osteopathic Medical Examiners, (773) 714-0622, www.nbome.org/. Transcripts must be mailed directly to the Wisconsin Medical Examining Board office.

Endorsement of LMCC:

LMCC examination must have been taken **after January 1, 1978.** Direct certification from the Medical Council of Canada is required.

Reciprocity of State Board Exam Taken Prior to 1972:

Scores must be certified by the State Board and sent directly to this office. The State Board must indicate the subjects covered in the examination, the scores received, the general average, the date of the examination, your license number and date of issuance, your status of licensure, information pertaining to disciplinary action, and the board seal.

Verification of Other Medical Licenses is required:

You are required to have each state board in which you have ever been licensed submit letters of verification to the Wisconsin Medical Examining Board. 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.

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USMLE STEP 3 EXAMINATION CANDIDATES:

You will not be permitted to write Step 3 of USMLE in Wisconsin unless you are also applying for a license to practice medicine and surgery in the State of Wisconsin. Prior to writing USMLE Step 3, a candidate must have successfully completed:

- USMLE Step 1 and Step 2, **or**
- Part I and Part II of the National Boards, **or**
- FLEX Component 1, **and**
- Successfully complete twelve months of postgraduate/internship training in an approved facility within 60 days of desired examination date.

If you have **failed to pass** any of these examinations **in three or more attempts**, you must submit evidence of further professional training or education in examination areas in which you had previously demonstrated deficiencies. This evidence will be reviewed by the board prior to being admitted to the USMLE Step 3 examination. Request an electronic transcript of your USMLE Steps 1 & 2 or for FLEX exam scores at: <https://usmle.fsmb.org/TranscriptRequests>.

Wisconsin Eligibility Requirements

- Your “Application for Licensure to Practice Medicine and Surgery” (Form #570), **with all supporting documents** listed on page two of Form #570, **must be received** in the Board office **before we will submit approval to the Federation of State Medical Boards for you to sit for USMLE Step 3**.
- Complete USMLE Step 3 application through the Federation of State Medical Boards. Go to www.fsmb.org, select Medical Professions, USMLE Step 3 Examination, and then “Begin the USMLE Step 3”.
- You must request your scores for USMLE Steps 1 and 2, National Board, or FLEX. Your scores must be received in the board office before we will submit approval to the Federation of State Medical Boards to sit for USMLE Step 3.

NATIONAL PRACTITIONER DATA BANK:

All candidates must request the “Practitioner Request for Information Disclosure” (Self Query) from the National Practitioners Data Bank. Self Queries are obtained at NPDB: <http://www.npdb-hipdb.hrsa.gov/pract/hasAReportBeenFiledOnYou.jsp>.

Select the option that reads “Start a Self Query on an Individual (Search on Myself)”. When you have completed the online NPDB form, it will instruct you to print off the Individual Self Query, have it notarized and mail it directly to NPDB. After the NPDB has completed your request, they will send the self query response directly to you. Once received, you will want to forward a copy of the response to our department. If you have further questions regarding this report, contact NPDB helpline at 1-800-767-6732.

PHYSICIAN PROFILE DATA REPORT FROM AMA OR AOA

All MD’s applying for licensure with the exception of USMLE Step 3 candidates and Temporary Educational permit applicants must complete the Physician Profile Data Report. This request can be made from the following website: American Medical Association Physician Profile Data (<http://www.ama-assn.org/ama>). 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.DOProfiles.org

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ONLINE OPEN-BOOK EXAMINATION ON THE WISCONSIN STATUTES AND ADMINISTRATIVE CODE (Required for all applicants)

This online exam may not be taken until you receive your application ID # from the Credentialing Staff. Once your initial application has been processed, your Exam ID # will appear on your application checklist under "Wisconsin Statutes and Rules Examination". Your exam results must be manually posted to your online checklist. Please allow at least 10 business days from the date you finish your exam for this posting to be completed.

Please read these instructions carefully before beginning the exam.

- The exam cannot be taken on a Macintosh computer.
- The passing score is 90%.
- The codebook from which most of the exam questions are derived can be found on our website. Additional information is found in Forms 2147 and 2450 on the Department website.

To Log On:

Go to <http://exam.dsps.wi.gov>

Select: "Test Launching" from the drop-down menu and click "Start"

Select instructor "gsp" from the drop-down menu.

Enter the test name and password (They are given to you on your application checklist after you have submitted your application.

Click "Login"

Enter your student ID (your applicant ID number), and your name.

Click "Start Test Session".

The test is not timed, you may exit and return as often as you like. To exit and return later to the exam, click on the "X" at the upper right corner of the computer screen. Do not click "Done" until you have completed the exam and are ready to submit your exam for scoring.

You can go back and forth to questions and change your answers by clicking the appropriate arrows on each screen. There is only one correct answer for each question.

After you select "Done", your score is immediately calculated and will automatically be submitted to the Department. Your score will be posted to your online checklist in at least 10 business days. If you have questions about the exam, technical problems and/or click "done" before you are ready to transmit the exam contact DSPPSCredentialingCSC@wisconsin.gov.

If you fail the exam (score less than 90%) and must retake the exam, download the retake application and submit it along with a \$75.00 retake fee to the Department. Once your form and fee have been received, you will be assigned another test.

The exam content is drawn from applicable state statutes and administrative code chapters specific to the profession. The purpose of the exam is to familiarize yourself with locating the statutes and administrative code that regulate the practice of the profession. Statutes for the State of Wisconsin can be found at our Department website.

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ORAL EXAMINATIONS:

The oral examination process in the State of Wisconsin was created under MED 1.06 of the Administrative Code: **If you are selected to appear for an oral examination, an additional examination fee will be required prior to being scheduled for the oral examination.** You will be scheduled to appear before the review panel at one of the regularly scheduled board meetings.

Panel Review: Oral and written examinations.

- a) All applicants shall complete a written examination. In addition, an applicant **may** be required to complete an oral examination 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 so as 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 have been 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 been 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 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 3 years prior to application, unless the applicant has been graduated from a school of medicine within that period.
- b) An application filed under s. Med 1.02 shall be reviewed by an application review panel of at least 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 examination. An applicant can also be required to take an oral examination under Med 1.08(2), if the applicant has been examined four or more times before achieving a passing grade.

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 in a 5th Pathway program, you must submit a copy of your 5th Pathway certificate from the program you attended.
- **Medical Education Verification (Form #2164):** The only document accepted by the Board in lieu of the "Medical Education Verification (Form # 2164)" is an **original** letter signed by the Dean or Registrar which indicates the degree received and the date the degree was conferred.

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LOCUM TENENS: (Applicants must hold a current license to practice medicine and surgery in another jurisdiction of the United States or Canada to be eligible)

A Locum Tenens license may be issued to an applicant who intends only to practice medicine and surgery in Wisconsin for a 90-day period or less. However, the application process is almost identical in processing time and documentation required as permanent license along with the following additional requirements:

- A letter requesting services from a physician licensed in Wisconsin including starting and ending date;
- Notarized copy of an original wall certificate of licensure; and
- A notarized copy of a current registration card to practice medicine and surgery in another jurisdiction of the United States or Canada.

After your completed application is received in the Department, it will be reviewed by two members of the Board. Upon approval you will be issued a Locum Tenens license number, which is valid for 90 days.

ALL CANDIDATES are required to take an open book examination on Wisconsin Statutes and Rules relating to the practice of medicine in this state. You will receive retake information when your application is processed. If you fail this open book examination, an additional fee will be required for you to retake it.

VISITING PROFESSOR:

All applicants are required to complete the same application materials as applicants applying for permanent license, with the following additional requirement:

- A letter from the appointing authority of a medical school in Wisconsin indicating that the applicant has been invited to serve on the academic staff of such medical school as a visiting professor.

After your completed application is received in the Department, it will be reviewed by two members of the board. Upon approval, you will be issued a Visiting Professor License number, which is valid for 2 years.

This license is designed for a graduate of a foreign medical school located outside of the United States or Canada who is invited to serve on the academic staff of a medical school in this state as a visiting professor.

The holder of a visiting professor license may practice medicine and surgery providing such practice is full-time and is entirely limited to the duties of the academic position to which the holder of the license is appointed.

A visiting professor license shall expire two years after the date of its issuance, and may be renewed for additional two year periods at the discretion of the board.

MAILING INSTRUCTIONS:

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

MAILING ADDRESS:

DEPARTMENT OF SAFETY AND
PROFESSIONAL SERVICES
MEDICAL EXAMINING BOARD
P.O. BOX 8935
MADISON WI 53708-8935

EXPRESS DELIVERY:

DEPARTMENT OF SAFETY AND
PROFESSIONAL SERVICES
MEDICAL EXAMINING BOARD
1400 E. WASHINGTON AVE
MADISON WI 53703

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CODES FOR SPECIALTIES:

Enter **only one specialty code** on the "Application for Licensure to Practice Medicine and Surgery" (Form #570)

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	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		
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