

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@dps.wi.gov
Website: http://dps.wi.gov

OPTOMETRY EXAMINING BOARD

INSTRUCTIONS TO APPLICANTS FOR WISCONSIN OPTOMETRY LICENSURE

ALL CANDIDATES

1. Complete the application form (#598), including notarized signature.
2. Attach fee to application. Checks or money orders should be made payable to the DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES. Your canceled check will be your receipt.
3. Complete Wisconsin administrative rules and statutes exam.
4. In addition to the application form and fee, the following supporting documents must be forwarded to the board office:
 - a. Certified transcript from a board-approved optometric college indicating the date of graduation and degree granted; and
 - b. Verification of licensure from all other state(s)/jurisdiction(s) in which you are/were licensed (if any). You may want to contact the state board(s) and inquire if there is a fee for completing the form.
 - c. A certified transcript indicating successful completion of the National Boards (**Parts I, II and III**) examination must be submitted to the Optometry Board.

The Wisconsin Optometry Examining Board requires Parts I, II, **and III** (Patient Care Examination) of National Boards to be taken **PRIOR** to application for the Wisconsin licensure examination.

ENDORSEMENT CANDIDATES PRACTICING 5 OR MORE YEARS

Candidates applying for licensure as an optometrist in Wisconsin through endorsement must have practiced optometry for **at least 5 years** in another state.

- If you engaged in the practice of optometry for at least 5 years prior to January 1, 1996, you must submit evidence of 5 years of experience and verification of successful completion of Parts I and II of the National Board examination.
- If you graduated from an approved college of optometry after December 1, 1995, you must submit evidence of 5 years of experience and verification of successful completion of Parts I, II and III of the National Board examination.

ALL SUPPORTING DOCUMENTS MUST BE RECEIVED FROM THE INSTITUTIONS. THEY WILL NOT BE ACCEPTED FROM THE CANDIDATE.

Please have all documents addressed to: **OPTOMETRY EXAMINING BOARD, P.O. BOX 8935, MADISON, WI 53708-8935.**

APPROVED OPTOMETRY COLLEGES AND CORRESPONDING CODES

School Name

Ferris State - Big Rapids MI	23001	Southern CA College of Opt - Fullerton CA	05001
Illinois College of Opt - Chicago IL	14001	Southern College of Opt - Memphis TN	43001
Indiana University - Bloomington IN	15001	State Univ of New York - New York City NY	33001
Inter American U of Puerto Rico - San Juan PR	16001	University of Alabama - Birmingham AL	01001
New England College of Opt - Boston MA	22001	University of California - Berkeley CA	05002
Northeastern State Univ - Tahlequah OK	17001	University of Houston - Houston TX	44001
Nova Southeastern Univ. - N Miami Beach FL	18001	University of Waterloo - Ontario Canada	52001
Ohio State University - Columbus OH	36001	University of Missouri - St Louis MO	26001
PA College of Opt - Philadelphia PA	39001	University of Montreal - Quebec Canada	19001
Pacific University - Forest Grove OR	38001		

Wisconsin Department of Safety and Professional Services

If you held a Wisconsin optometrist license prior to August 1, 2006 complete Form #1161 (DPA/TPA Application) and follow instructions on Form #2132.

DPA REQUIREMENTS

- A. An applicant must request A LETTER from the optometry college of graduation, which is accredited by the American Council on Optometric Education and approved by the Wisconsin Optometry Examining Board, listing the following information:
1. successful completion of 60 classroom hours in general and ocular pharmacology, 30 hours of which must have been in ocular pharmacology, emphasizing the systemic effects and treatment for adverse reactions;
 2. the classroom hours must have been 50-60 minute periods of lecture, group discussion and/or laboratory, associated with the course;
 3. your graduation date;
 4. the title or position of the college official; and
 5. the school seal.
- B. In addition to the classroom requirement, the following supporting documentation of successful completion of the National Board of Examiners in Optometry (NBEO) must be forwarded to the board office:
1. Applicants who took the NBEO exam prior to 1988: verification of successful completion of Part II, Section 9 with a minimum score of 75;
 2. Applicants who took the NBEO exam after 1988 and prior to 1994: verification of successful completion of Part II, Clinical Pharmacology with a minimum score of 75;
 3. Applicants who apply for a certificate after April 1, 1994: verification of successful completion of Parts I and II administered after 1986; or
 4. Successful completion of a postgraduate DPA course and exam approved by the Wisconsin Optometry Examining Board and sponsored by an accredited optometry college.

TPA REQUIREMENTS

Applicants must be DPA-certified and also must have successfully completed one of the following requirements:

1. graduates prior to 1987: verification of 100-hour board-approved post-graduate course and exam given by course provider since January 1, 1987 **OR** 100-hour board-approved post-graduate course and the IAB or TMOD exam;
2. graduates between 1987-1991: verification of TMOD or IAB/NBEO exam **OR** successful completion of a 100-hour board-approved post-graduate course and exam given by course provider; or,
3. graduates from 1992 to present: TMOD or NBEO exam.

Proof of completion of one of the above-listed items must be submitted for TPA certification.

SUPPORTING DOCUMENTS FOR THE DPA/TPA REQUIREMENTS MUST BE SUBMITTED DIRECTLY FROM THE INSTITUTIONS. DOCUMENTS WILL NOT BE ACCEPTED FROM THE APPLICANT.

Wisconsin Department of Safety and Professional Services

EXAMINATION INFORMATION

STATE LAW EXAMINATION:

The Wisconsin Optometry State Law Exam is an open book examination on the Wisconsin Statutes and Administrative Codes that govern optometrists.

A copy of the examination and a copy of the Statutes and Administrative Code are available online at dsps.state.wi.gov. Once you have received authorization from the department to complete the examination, complete and return it to the Department at your earliest convenience. Candidates who pass the Wisconsin Optometry State Law Examination will not be notified of their successful completion of the exam. Failing candidates will receive notice of their score and a new examination to complete. In addition, a retake examination fee will be required.

EVALUATION/FAIRNESS

The content and process of the licensure examination, and candidate performance statistics, are regularly evaluated by the Department and the Optometry Examining Board to assure that the examination fairly and effectively assesses competencies necessary to practice as an optometrist in Wisconsin.

EXAMINATION RESULTS

Passing candidates will not receive results of the exam. Your results will be available online. Failing candidates will receive notice of their score three to four weeks after submitting the completed exam. **NO** results will be released over the phone.

RETAKE EXAMINATIONS

An applicant who fails the state law examination shall be required to retake that examination until a passing score is achieved.

RECORD RETENTION

Successful examination scores of credentialed candidates are retained indefinitely in an electronic credential file. **Unsuccessful** scores are retained on file until replaced by passing scores. Answer sheets, examination products and examiner evaluation documents are retained one year after the examination date. Booklets used by candidates are retained two months after release of scores. Records of specific examination content (examination file copies) are retained five years.