

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>

INFORMATION FOR COMPLETING REGISTERED NURSE ENDORSEMENT APPLICATION

Have you ever been licensed in Wisconsin as a Registered Nurse? If yes, **do not** complete this application. For instructions on reinstating your Wisconsin license call the Renewal Office at (608) 266-0627. If your RN license has been expired for 5 or more years you will need to submit a re-registration application (Form #2460).

Nurse Refresher Course: An applicant for endorsement who has not been employed in a position that requires a nursing license within 5 years of application should check the box for a limited license on Form #772 for a **limited license** to enable the applicant to complete a **nurse refresher course**. Upon successful completion of the refresher course, the license holder may petition the board for full license. **The nurse refresher course option does not apply to applicants who did not graduate from a board-approved nursing school and are required to verify 2 years of full-time or equivalent practice within the past five years.**

REQUIREMENTS FOR ENDORSEMENT

An applicant is eligible for licensure **by endorsement** if the applicant has either graduated from or completed a board-approved school of professional nursing program; has passed NCLEX or a state board test pool examination for registered nurses; holds a current R.N. license in another State or U.S. Territory or province of Canada on which no disciplinary action has been taken; has not been terminated from employment related to nursing for reasons of negligence or incompetence; and does not have an arrest or conviction record subject to the Fair Employment Act. (See attached Convictions and Pending Charges DSPS Form #2252.)

An applicant who has **not** graduated from a **board-approved school of professional nursing*** (foreign nursing education) may become licensed in Wisconsin provided the applicant meets all of the following:

- has graduated from a school of professional nursing in a foreign country or from a school in this country which is not board-approved.
- has passed the licensure examination in a foreign country, if originally licensed in a foreign country;
- has passed the national council licensure examination (NCLEX) for registered nurses or the state board test pool examination for registered nurses or other examination approved by the board;
- verifies at least 2 years of full-time or equivalent practice as a registered nurse within the last 5 years;
- verifies competency in the English language;
- has a license against which no disciplinary action has been taken in any of the states, territories, provinces or countries in which the applicant has held a license;
- has not been terminated from any employment related to nursing in another state, territory, province or country for reasons of negligence or incompetence.
- if originally licensed in another state, U.S. territory or province, proves that the requirements for licensure in that state, territory or province were substantially equivalent to the requirements for licensure in this state at the time of original licensure;
- subject to ss. 111.321, 111.322 and 111.335, Stats., does not have an arrest or conviction record.

***A board-approved school of nursing means an institution which has a school, college, program or department of nursing which meets the standards of the board or holds accreditation by a board-recognized nursing accreditation agency.**

Wisconsin Department of Safety and Professional Services

INSTRUCTIONS FOR COMPLETING THE APPLICATION

- 1. Application (DSPS Form #772):** Complete the enclosed application and attach the appropriate fee. When completing page 1 of the application form, you must indicate what type of degree received or program completed on the space provided. List the graduation or completion of program date and indicate one of the following: BSN, ADN, BA, DIP, Pre-MSN Registered Nursing Program Requirements (Direct Entry), LPN/TPN or other. If other is listed please describe further. Make check payable to "Department of Safety and Professional Services". Mail to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. See page 2 of DSPS Form #772 for other required documents.
- 2. Statement of Graduation or Completion (Form #259) ("Board-approved school" U.S. or U.S. territory):** Complete and forward to your board-approved school of nursing. This Form must be returned directly from your school to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. **Forms received from the applicant will be rejected by the board.** Official transcripts are not required as transcripts do not contain the information we require. If the school from which you graduated or completed the board-approved school of professional nursing program is closed, contact the Department of Public Instruction in the state from which you graduated or completed this program to determine where the records for the closed school were transferred. If you are applying for RN licensure by examination through completion of the Pre-MSN basic nursing requirements, there is no guarantee that you will be eligible for a RN license in other states.
- 3. Verification of Licensure:** We require verification of your RN license from every state in which you have ever held a license whether active or inactive.
 - To obtain verification from another state board, you **must first** view the NURSUS web site at (www.nursys.com) to see if your verification can be processed through NURSUS. Please follow their instructions for online processing.
 - If the state in which you **currently have or ever held** a license as a registered nurse **is not** one of the participating states which uses the NURSUS program, complete the enclosed DSPS Form #741 (this Form may be copied). You must first contact each state board prior to forwarding this Form to see if a fee is required for this service. This completed Form must be returned directly from the other state board to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. **Verifications received from the applicant will be rejected by the Board.**
- 4. Temporary Permit (DSPS Form #2433) (optional):** An applicant for R.N. licensure who meets the requirements for licensure by endorsement, may be eligible for a temporary permit upon submission of a completed application, supporting documents, credential fee, temporary fee, proof of graduation or completion from a board-approved school of professional nursing (DSPS Form #259), and a copy of their current RN license. A registered nurse licensed in another state who holds a valid Wisconsin temporary permit may use the title "Registered Nurse" or "R.N." and function without limitations. A temporary permit is good for a period of 90 days and is non-renewable and non-refundable.

In addition to the completed application (DSPS Form #772) and application fee an additional \$10.00 temporary fee is required. Complete the top portion (DSPS Form #2433) and return to the board with fee.

You may not practice as a Registered Nurse in Wisconsin unless you have either a permanent license or a temporary permit.

FOREIGN GRADUATES An applicant seeking to endorse based upon a foreign nursing license shall submit the following:

Statement of Foreign Nursing Education (DSPS Form #1006): Complete and forward to your foreign school of nursing. The school must return DSPS Form #1006 directly to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. NOTE: Certified copies of original CGFNS documents of graduation from or completion of the nursing education program are acceptable in lieu of DSPS Form #1006.

Forms received from the applicant will be rejected by the board.

Wisconsin Department of Safety and Professional Services

CREDENTIALS EVALUATION SERVICE REPORT FROM COMMISSION ON GRADUATES OF FOREIGN NURSING SCHOOLS (CGFNS): Contact them at 3600 Market St., Suite 400, Philadelphia, PA 19104-2651 USA or call (215) 349-8767 to request the CES be sent directly to the Board of Nursing, P.O. Box 8935, Madison, WI 53708-8935.

Reports or certificates received from the applicant will be rejected by the Board.

Exemption from CGFNS: If you have graduated from or completed the nursing education program of an English speaking school in Canada you are exempt from CGFNS.

AMERICANS WITH DISABILITIES ACT

The department complies with the Americans With Disabilities Act of 1990. The department will make reasonable modifications to policies, practices and procedures when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to department programs.

Complaints: Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by calling the Department's ADA Coordinator at (608) 266-8608 or TTY at (608) 267-2416.

REQUESTS FOR EXAMINATION MODIFICATIONS FOR PERSONS WITH DISABILITIES

Candidates must indicate at the time of application to the department that modifications are being requested. Requests must include a specific description by the candidate of requested modifications, a letter of diagnosis of specific disability from a qualified professional, and a letter from the nursing education program indicating what modifications were granted by the program. Request forms are available at (608) 266-2852 or TTY at (608) 267-2416.

MAILING ADDRESS AND CHANGE OF ADDRESS

Credential holders may use a business address as a mailing address for department mail. A change of address must be reported to the department within 30 days.

MAILING INSTRUCTIONS

Mail the application, the appropriate fee, and supporting documentation to the following address:

U.S. Postal Service:

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
BOARD OF NURSING
PO BOX 8935
MADISON WI 53708-8935

Expedited Delivery Services:
(i.e. Fed Ex, UPS, etc.)

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
BOARD OF NURSING
1400 E. WASHINGTON AVENUE
MADISON WI 53703