

Chapter RL 4

EXAMINATION AND REFUND FEES  
AND APPLICATION PROCEDURES

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**RL 4.01 Authorization.** The following rules are adopted by the department of regulation and licensing pursuant to s. 440.06, Stats.

History: Cr. Register, October, 1978, No. 274, eff. 11-1-78.

**RL 4.02 Definitions.** (1) "Department" means the department of regulation and licensing.

(2) "Board" means the board of nursing and any examining board attached to the department.

(3) "Applicant" means a person who applies for a license, permit, certificate or registration granted by the department or a board.

(4) "Examination" means the written and practical tests required of an applicant by the department or a board.

History: Cr. Register, October, 1978, No. 274, eff. 11-1-78.

**RL 4.03 Refunds.** (1) A refund of all but \$10 of the fee shall be granted if:

(a) An applicant is found to be unqualified for an examination administered by the department or board;

(b) An applicant is found to be unqualified for a credential for which no examination is required;

(c) An applicant withdraws an application by written notice to the department or board at least 10 days in advance of any scheduled examination; or

(d) An applicant who fails to take an examination administered by the department or board either provides written notice at least 10 days in advance that the applicant is unable to take the examination, or if written notice was not provided, submits a written explanation satisfactory to the department or board that the applicant's failure to take the examination resulted from extreme personal hardship.

(2) An applicant eligible for a refund may forfeit the refund and choose instead to take an examination administered within 18 months of the originally scheduled examination at no added charge.

(3) An applicant who misses an examination as a result of being called to active military duty shall receive a full refund, except if an examination service vendor does not refund the applicant's costs to the department or board. These costs shall not be included in the department's or board's refund to the applicant. The applicant requesting the refund

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must supply a copy of the call up orders or a letter from the commanding officer attesting to the call up.

(4) Applicants who pay fees to test providers other than the department are subject to the refund policy established by the test provider.

History: Cr. Register, October, 1978, No. 274, eff. 11-1-78; am. (2) (intro.), Register, May, 1986, No. 365, eff. 6-1-86; am. (1) and (2) (intro.), renum. (2) (c) and (3) to be (3) and (4), cr. (5), Register, September, 1987, No. 381, eff. 10-1-87; r. and recr. (1) and (4), Register, April, 1992, No. 436, eff. 5-1-92; r. (2), renum. (3) to (5) to be (2) to (4), Register, July, 1993, No. 451, eff. 8-1-93.

**RL 4.04 Minimum fees for credentials and reexaminations.** (1) Minimum fees for initial credentials are established in s. 440.05 (1), Stats.

(2) Fees for reexamination are established by the department to be an amount equal to the actual cost of the examination, as determined by the department.

(3) Initial fees and reexamination fees for examinations administered by the department are listed in figure 4.04 (4). Fees for examinations not administered by the department are established by the test provider, and are not listed in figure 4.04 (4).

(4) Fees for reexaminations ordered as part of discipline or stipulation are as listed in figure 4.04 (4), fees for reexamination, plus \$10 application processing.

FIGURE 4.04 (4)

Examination	Examination Part	Initial Fee	Fee For Reexamination
ACCOUNTANT	Examination For Accounting Ethics	\$40	\$30
ANIMAL TECHNICIAN	Complete Examination	160	
	National		88
	Practical and State Law	90	68
	Practical		30
	State Law		
ARCHITECT	Registration	10	
CHIROPRACTOR	Complete Examination	98	
	State Law Examination		30
	Practical		68
DENTAL HYGIENIST	Complete Examination	40	
	State Law Examination		30
DENTIST	Complete Examination	75	
	State Law Examination		30
DESIGNER OF ENGINEERING SYSTEMS	Complete Examination	40	
	Retake one or more parts		30
ENGINEER-IN TRAINING	Certification	10	
ENGINEER-PE	Barrier Free Design	40	30
FUNERAL DIRECTOR	Complete Examination	64	
	Retake one or more parts		30
HEARING INSTRUMENT SPECIALIST	Complete Examination	103	
	Written		30
	Practical		68
LAND SURVEYOR	Registration	10	

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Examination	Examination Part	Initial Fee	Fee For Reexamination
NURSING HOME ADMINISTRATOR	Complete Examination	155	
	National Written		133
	State Law Examination	57	30
	Effective April 1, 1993:		
OCCUPATIONAL THERAPIST	Complete Examination	165	
	National Written		143
	State Law Examination	57	30
	Complete Examination	40	
OCCUPATIONAL THERAPY ASSISTANT	State Law Examination		30
	Complete Examination	40	
OPTOMETRIST	Written Examination		30
	Clinical Examination	90	68
	Complete Examination	288	
PHARMACIST	National Association of Boards of Pharmacy Licensing Examination (NABPLEX)		168
	Federal Drug Law		48
	State Jurisprudence		30
	State Pharmacy Laboratory		68
	State Practice of Pharmacy		30
	Three State Exams Above Only	120	
	Complete Examination	130	
PHYSICAL THERAPIST	Written		108
	State Law Examination	40	30
PHYSICIAN	Complete Examination	460	
	Federated Licensing Examination (FLEX)-Complete		438
	FLEX-Part 1		238
	FLEX-Part 2		293
	State Law Examination	116	30
	Special Purpose Examination (SPEX)	303	293
PHYSICIAN'S ASSISTANT	Complete Examination	44	
	State Law Examination		30
PODIATRIST	Complete Examination	78	
PRIVATE DETECTIVE	Orals		68
	Complete Examination	153	
PRIVATE PRACTICE SCHOOL PSYCHOLOGIST	Written State Examination		30
	Ethics	59	30
PSYCHOLOGIST	Complete Examination	193	
	Examination for Professional Practice of Psychology (EPPP)		153
	Ethics	78	30
REAL ESTATE APPRAISER	Appraiser Standards	40	30
RESPIRATORY CARE PRACTITIONER	State Law Examination	40	30
VETERINARIAN	Complete Examination	215	
	Clinical Competency (CCT)		93
	National Board (NBE)		118
	State Law Examination	75	30

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(5) Fees for proctoring examinations of Wisconsin applicants who are applying for a credential in another state are \$28, plus any additional cost charged to the department by the test provider. This service is available only for professions credentialed in Wisconsin.

History: Cr. Register, October, 1978, No. 274, eff. 11-1-78; r. and recr. Register, May, 1986, No. 365, eff. 6-1-86; am. Register, December, 1986, No. 372, eff. 1-1-87; am. Register, September, 1987, No. 381, eff. 10-1-87; am. (3), Register, September, 1988, No. 393, eff. 10-1-88; am. (3), Register, September, 1990, No. 417, eff. 10-1-90; r. and recr. (1) to (3), cr. (4), renum. Figure and am. Register, April, 1992, No. 436, eff. 5-1-92; am. (4) Figure, cr. (5), Register, July, 1993, No. 451, eff. 8-1-93.

**RL 4.05 Fee for test review.** The fee for supervised review of examination results by a failing applicant is \$28.

History: Cr. Register, April, 1992, No. 436, eff. 5-1-92.

**RL 4.06 Time for review and determination of credential applications.** (1) **DEFINITIONS.** In this section:

(a) "Authority" means the department or the attached examining board or board having authority to grant the credential for which an application has been filed.

(b) "Department" means the department of regulation and licensing.

(2) **TIME LIMITS.** An authority shall review and make a determination on an original application for a credential within 60 business days after a completed application is received by the authority unless a different period for review and determination is specified by law.

(3) **COMPLETED APPLICATIONS.** An application is completed when all materials necessary to make a determination on the application and all materials requested by the authority have been received by the authority.

(4) **EFFECT OF DELAY.** A delay by an authority in making a determination on an application within the time period specified in this section shall be reported to the permit information center under s. 227.116, Stats. Delay by an authority in making a determination on an application within the time period specified in this section does not relieve any person from the obligation to secure approval from the authority nor affect in any way the authority's responsibility to interpret requirements for approval and to grant or deny approval.

History: Cr. Register, August, 1992, No. 440, eff. 9-1-92.