

## 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 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 Fees for examinations, reexaminations and proctoring examinations.** (1) **EXAMINATION FEE SCHEDULE.** A list of all current examination fees may be obtained at no charge from the Office of Examinations, Department of Regulation and Licensing, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

(2) **PUBLICATION OF EXAMINATION FEE SCHEDULE.** The department shall publish an examination fee schedule in the official state newspaper at least twice annually.

(3) **EXPLANATION OF PROCEDURES FOR SETTING EXAMINATION FEES.** (a) Fees for examinations shall be established under s. 440.05 (1) (b), Stats., at the department's best estimate of the actual cost of preparing, administering and grading the examination or obtaining and administering an approved examination from a test service vendor.

(b) Examinations shall be obtained from a test service vendor through competitive procurement procedures described in ch. Adm 5. Contracts established under these procedures may be made for one year, renewable twice at the option of the parties.

(c) Fees for examination services provided by the department shall be established based on an estimate of the actual cost of the examination services prepared in connection with the department's biennial budget request. Computation of fees for examination services provided by the department shall include standard component amounts for contract administration services, test development services and written and practical test administration services.

(d) Examination fees shall be changed as needed to reflect changes in the actual costs to the department. Changes to fees shall be implemented according to par. (e).

(e) Fees in an examination fee schedule shall be effective for examinations held 45 days or more after publica-

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tion of the examination fee schedule. Applicants who have submitted fees in an amount less than that established in the examination fee schedule shall pay the correct amount prior to administration of the examination. Overpayments shall be refunded by the department.

(4) **REEXAMINATION AS PART OF DISCIPLINARY PROCEEDING.** Fees for reexaminations ordered as part of a disciplinary proceeding are equal to the fee set for reexamination in the most recent examination fee schedule published by the department, plus \$10 application processing.

(5) **PROCTORING EXAMINATIONS FOR OTHER STATES.** Fees for proctoring examinations of Wisconsin residents or licensees who are applying for a credential in another state are equal to the cost of administering the examination, plus any additional cost charged to the department by the test service vendor. 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; r. and recr. Register, November, 1993, No. 455, eff. 12-1-93.

**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.