

**STATE OF WISCONSIN  
DEPARTMENT OF REGULATION AND LICENSING**

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**IN THE MATTER OF RULE-MAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : DEPARTMENT OF REGULATION AND  
DEPARTMENT OF REGULATION : LICENSING ADOPTING RULES  
AND LICENSING : (CLEARINGHOUSE RULE 98-173)**

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TO: Senator Judy Robson, Senate Co-Chairperson  
Joint Committee for the Review of Administrative Rules  
Room 15 South, State Capitol  
Madison, Wisconsin 53702

PLEASE TAKE NOTICE that the DEPARTMENT OF REGULATION AND LICENSING is submitting in final draft form proposed rules relating to the registration of music, art and dance therapists.

Please stamp or sign a copy of this letter to acknowledge receipt. If you have any questions concerning the final draft form or desire additional information, please contact Pamela Haack at 266-0495.

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State of Wisconsin \ DEPARTMENT OF REGULATION & LICENSING

Tommy G. Thompson  
Governor



Marlene A. Cummings  
Secretary

1400 E. WASHINGTON AVENUE  
P. O. BOX 8935  
MADISON, WISCONSIN 53708-8935  
E-Mail: [dori@mail.state.wi.us](mailto:dori@mail.state.wi.us)  
(608) 266-2112  
FAX#: (608) 267-0644

# Administrative Rules in Final Draft Form

## Department of Regulation and Licensing

**Rule: Chs. RL 140 to RL 142**

**Relating to:  
Music, Art and Dance Therapists**

**Clearinghouse Rule:  
No. 98-173**

Regulatory Boards

Accounting; Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors; Professional Geologists, Hydrologists and Soil Scientists; Auctioneer; Barbering and Cosmetology; Chiropractic; Controlled Substances; Dentistry; Dietitians; Funeral Directors; Hearing and Speech; Medical; Nursing; Nursing Home Administrator; Optometry; Pharmacy; Physical Therapists; Podiatry; Psychology; Real Estate; Real Estate Appraisers; Social Workers, Marriage and Family Therapists and Professional Counselors; and Veterinary.

Committed to Equal Opportunity in Employment and Licensing

**STATE OF WISCONSIN  
DEPARTMENT OF REGULATION AND LICENSING**

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**IN THE MATTER OF RULE-MAKING : REPORT TO THE LEGISLATURE  
PROCEEDINGS BEFORE THE : ON CLEARINGHOUSE RULE 98-173  
DEPARTMENT OF REGULATION : (s. 227.19 (3), Stats.)  
AND LICENSING :**

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**I. THE PROPOSED RULE:**

The proposed rule, including the analysis and text, is attached.

**II. REFERENCE TO APPLICABLE FORMS:**

A copy of the application is attached.

**III. FISCAL ESTIMATES:**

These rules will have no significant impact upon state or local units of government.

**IV. STATEMENT EXPLAINING NEED:**

In this proposed rule-making order the Department of Regulation and Licensing creates chs. RL 140 to 142, which establish requirements for the registration of music, art and dance therapists. Chapter RL 140 sets forth the authority of the department to promulgate the proposed rules. The proposed rules also include definitions for the terms "art therapy," "dance therapy" and "music therapy." Chapter RL 141 sets forth the requirements for obtaining a registration as a music, art or dance therapist. In addition, the rules contain the requirements for renewal of a registration. Chapter RL 142 establishes the scope of practice for music, art and dance therapists. The rules identify appropriate practice, including techniques and general procedures, which music, art and dance therapists must follow, as well as prohibited practices.

**V. NOTICE OF PUBLIC HEARING:**

A public hearing was held on December 8, 1998. A public hearing relating to the emergency rules was held on January 12, 1999. There were no appearances at the public hearings, nor were any written comments received.

**VI. RESPONSE TO LEGISLATIVE COUNCIL STAFF RECOMMENDATIONS:**

Response to Comment 1.a. Based upon information provided by the Music, Art and Dance Therapists Advisory Committee, there are no additional national organizations,

other than the ones referred to in the statutes, that certify, register or accredit art, dance and music therapists.

Response to Comment 1.b. Of the two approaches discussed in the report, the department has adopted the more expansive interpretation of the statute as essentially defining the scope of practice rather than a strict interpretation of the statute. The department has considered the statutory authority for adoption of the rule as recommended in the report.

Response to Comment 2.a. It is recommended that the three chapters be retained rather than into one chapter with subchapters. The proposed format is consistent with the one used in other rules adopted by the department and the boards attached to the department.

Response to Comment 5.a. The intent of the wording of the scope of practice provision is as described in the report.

Response to Comment 5.g. The Music, Art and Dance Therapists Advisory Committee recommended retaining the reference to "misconduct" and replacing the word "or" after misconduct with the word "and."

Response to Comment 5.i. No change to the text is recommended. The Music, Art and Dance Therapists Advisory Committee recommended the use of the term "appropriate" because of the confidentiality requirements relating to client records. It may be appropriate for a registrant to release client records in some instances, but not in other instances.

All of the other recommendations suggested in the Clearinghouse Report were accepted in whole.

## **VII. FINAL REGULATORY FLEXIBILITY ANALYSIS:**

These proposed rules will have no significant economic impact on small businesses, as defined in s. 227.114 (1) (a), Stats.

STATE OF WISCONSIN  
DEPARTMENT OF REGULATION AND LICENSING

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IN THE MATTER OF RULE-MAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : DEPARTMENT OF REGULATION AND  
DEPARTMENT OF REGULATION : LICENSING ADOPTING RULES  
AND LICENSING : (CLEARINGHOUSE RULE 98-173)

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PROPOSED ORDER

An order of the Department of Regulation and Licensing to *create* chapters RL 140 to 142, relating to the registration of music, art and dance therapists.

Analysis prepared by the Department of Regulation and Licensing.

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ANALYSIS

Statutes authorizing promulgation: s. 227.11 (2), Stats., and s. 440.03 (14) (d), Stats., as created by 1997 Wisconsin Act 261.

Statutes interpreted: s. 440.03 (14), Stats.

In this proposed rule-making order the Department of Regulation and Licensing creates chs. RL 140 to 142, which establish requirements for the registration of music, art and dance therapists.

Chapter RL 140 sets forth the authority of the department to promulgate the proposed rules. The proposed rules also include definitions for the terms “art therapy,” “dance therapy” and “music therapy.”

Chapter RL 141 sets forth the requirements for obtaining a registration as a music, art or dance therapist. In addition, the rules contain the requirements for renewal of a registration.

Chapter RL 142 establishes the scope of practice for music, art and dance therapists. The rules identify appropriate practice, including techniques and general procedures, which music, art and dance therapists must follow, as well as prohibited practices.

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TEXT OF RULE

SECTION 1. Chapters RL 140 to 142 are created to read:

Chapter RL 140

AUTHORITY, INTENT AND DEFINITIONS

**RL 140.01 Authority and purpose.** The rules in chs. RL 140 to 142 are adopted by the department pursuant to ss. 227.11 (2) and 440.03 (14) (d), Stats., to govern the registration of music, art and dance therapists.

**RL 140.02 Definitions.** As used in chs. RL 140 to 142, unless the context otherwise requires:

(1) "Art therapy" means the specialized, professional and psychotherapeutic use of art media, images, the creative art process, and client responses to the created art productions as reflections of an individual's development, abilities, personality, interests, concerns, and conflicts. "Art therapy" is based on knowledge of human development and theories which are implemented in the full spectrum of models of assessment and treatment including educational, cognitive, transpersonal, and other therapeutic means of reconciling emotional conflicts.

Chapter RL 141

APPLICATION

**RL 141.01 Application for registration.** An individual applying for registration as a music, art or dance therapist shall submit all of the following to the department:

- (1) An application on a form provided by the department.

Note: Application forms are available upon request to the department at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935.

- (2) The fee required under s. 440.05 (1), Stats.

- (3) Subject to ss. 111.321, 111.322 and 111.335, Stats., evidence satisfactory to the department that he or she does not have an arrest or conviction record.

- (4) Written verification transmitted directly to the department by the appropriate organization stating that the applicant:

- (a) If applying for registration as a music therapist, is certified, registered or accredited as a music therapist by the certification board for music therapists, national music therapy registry, American music therapy association or by another national organization that certifies, registers or accredits music therapists.

- (b) If applying for registration as an art therapist, is certified, registered or accredited as an art therapist by the art therapy credentials board or by another national organization that certifies, registers or accredits art therapists.

- (c) If applying for registration as a dance therapist, is certified, registered or accredited as a dance therapist by the American dance therapy association or by another national organization that certifies, registers or accredits dance therapists.

**RL 141.02 Renewal of registration.** (1) Registrations for music, art and dance therapists expire on October 1 of each odd-numbered year. In order to renew a registration the registrant shall submit on or before the renewal date all of the following to the department:

- (a) A renewal application on a form provided by the department.

- (b) The renewal fee required under s. 440.08 (2) (a), Stats.

- (c) A signed statement contained on the renewal application certifying that the certification, registration or accreditation as a music, art or dance therapist, as appropriate, granted to him or her by the appropriate organization identified under s. RL 141.01 (4), has not been revoked.

(2) A registrant who fails to renew his or her registration by the renewal date may renew the registration by satisfying the requirements under sub. (1) and paying the late renewal fee required under s. 440.08 (3), Stats.

Note: The first registration renewal date for music, art and dance therapists will be October 1, 2001.

**RL 141.03 Accommodations relating to a disability.** A qualified applicant with a disability shall be provided with reasonable accommodations requested in connection with the completion of an application for registration or renewal of a registration as a music, art or dance therapist.

## Chapter RL 142

### SCOPE OF PRACTICE

**RL 142.01 Music therapy.** Music therapy practice shall be performed in accordance with the generally accepted standards recognized by the profession including, but not limited to, the following:

(1) **TECHNIQUES.** Techniques used in the practice of music therapy include, but are not limited to, music improvisation techniques, receptive music listening, use of rhythm to assist with and enhance motor planning, song writing, lyric discussions and memory recall, music and imagery, music performances, learning through music, fine motor manipulation of instruments, active participation in the music making process and sensory stimulation.

(2) **TREATMENT PLANS.** Treatment plans may be designed to help clients attain and maintain the maximum level of functioning; comply with federal, state, facility and agency regulations; delineate the type, frequency and duration of music therapy involvement; identify objectives and goals and specify procedures for attaining the objectives and goals; provide for periodic evaluation and appropriate modifications as needed; or comply with infection control procedures.

**RL 142.02 Art therapy.** Art therapy practice shall be performed in accordance with the generally accepted standards recognized by the profession including, but not limited to, the following:

(1) **OBJECTIVES.** Art therapy alleviates distress and reduces physical, emotional, behavioral, and social impairment while supporting and promoting positive development through the use of art media.

(2) **TECHNIQUE.** The practice of art therapy includes, but is not limited to, the use of art media to assess, treat and rehabilitate patients with mental, emotional, physical, or developmental disorders.

**RL 142.03 Dance therapy.** Dance therapy practice shall be performed in accordance with the generally accepted standards recognized by the profession including, but not limited to, the following:

(1) **OBJECTIVES.** The goal of dance therapy includes, but is not limited to, the therapeutic use of dance and involvement in order to enhance and promote psychological growth, contribute to assessment information, and aid creative, cognitive, emotional and motor development.

(2) **TECHNIQUES.** The practice of dance therapy includes, but is not limited to, the use of movement, nonverbal, and verbal modalities.

**RL 142.04 General procedures.** In the delivery of music, art and dance therapy services, registrants shall follow general procedures that include all of the following:

- (1) Referral and acceptance.
- (2) Assessment.
- (3) Development of treatment plans.
- (4) Therapeutic intervention and treatment.
- (5) Documentation.
- (6) Termination of services.

**RL 142.05 Prohibited practices.** In the practice of music, art and dance therapy, prohibited practices include, but are not limited to, the following:

- (1) Practicing beyond the scope of practice of music, art or dance therapy as provided in this chapter.
- (2) Failing to practice music, art or dance therapy within the scope of the registrant's competence, education, training or experience.
- (3) Knowingly permitting any professional staff to provide music, art or dance therapy that exceeds that person's competence, education, training or experience.
- (4) Failing when indicated to refer a client to a health care practitioner for treatment beyond the qualifications or scope of practice of the music, art or dance therapist.
- (5) Misrepresenting the scope of practice of music, art or dance therapy to a client or to the public.

- (6) Misrepresenting qualifications, education, credentials or professional affiliations to a client or to the public.
- (7) Failing to inform a client, or the client's authorized representative, about contraindications of music, art or dance therapy.
- (8) Providing music, art or dance therapy when benefits cannot reasonably be expected.
- (9) Guaranteeing the results of services offered, except that reasonable statements relating to prognosis and progress may be made.
- (10) Failing to inform a client, or the client's authorized representative, of the purpose, nature and effects of assessment and treatment.
- (11) Failing to avoid dual relationships, sexual misconduct and relationships with clients that may impair one's objectivity or create a conflict of interest. Dual relationships include, but are not limited to, treating employees, supervisees, students, friends or relatives.
- (12) Using an individual in research or as the subject of a teaching demonstration without obtaining the individual's informed consent.
- (13) Failing to assign credit to an individual who contributed to clinical services, publications, or presentations in proportion to the individual's contribution.
- (14) Engaging in conduct likely to deceive, defraud, or harm an individual or the public in the course of the practice of music, art or dance therapy.
- (15) Advertising in a manner which is false, deceptive or misleading.
- (16) Subject to ss. 111.321, 111.322 and 111.34, Stats., practicing music, art or dance therapy while the registrant's ability to practice is impaired by a mental or physical disorder, alcohol or drugs.
- (17) Subject to ss. 111.321, 111.322 and 111.335, Stats., being convicted of an offense the circumstances of which substantially relate to the practice of music, art or dance therapy.
- (18) Failing to maintain the confidentiality of all client information, unless consent is given by the client or disclosure is required by law or court order.
- (19) Knowingly placing false information in a client's records.

(20) Failing to provide appropriate access to client records when requested by the department or its representative.

(21) Knowingly providing false information to the department.

(22) Knowingly making a material misstatement on an application for registration or for renewal of a registration.

(23) Violating any rule adopted by the department relating to the practice of music, art or dance therapy.

(24) Violating any term, provision or condition of any order issued by the department relating to the practice of music, art or dance therapy.

(25) After a request by the department, failing to cooperate in a timely manner with the department's investigation of complaints filed against the applicant or registrant. There is a rebuttable presumption that a registrant or applicant who takes longer than 30 days to respond to a request made by the department has not acted in a timely manner under this paragraph.

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(END OF TEXT OF RULE)  
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The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22 (2) (intro.), Stats.

Dated \_\_\_\_\_

Agency \_\_\_\_\_

Marlene A. Cummings, Secretary  
Department of Regulation and Licensing

FISCAL ESTIMATE

These rules implement 1997 Wisconsin Act 261, relating to the registration of music, art and dance therapists. The costs associated with this legislation have been enumerated in the agency's biennial budget request.

The department is estimating that there will be 200 registrants. Annual revenues from these registrants are estimated to be \$4,100. Costs associated with the regulation include the expenses of two meetings of the Secretary's Advisory Committee per year at \$1,488 annually, postage costs of \$1,200 and printing costs of \$420.

The department is not aware of any local government costs.

FINAL REGULATORY FLEXIBILITY ANALYSIS

The proposed rules will have no significant economic impact on small businesses, as defined in s. 227.114 (1) (a), Stats.

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1/29/99

WISCONSIN LEGISLATIVE COUNCIL STAFF



***RULES CLEARINGHOUSE***

**Ronald Sklansky**  
Director  
(608) 266-1946

**Richard Sweet**  
Assistant Director  
(608) 266-2982



**David J. Stute, Director**  
Legislative Council Staff  
(608) 266-1304

One E. Main St., Ste. 401  
P.O. Box 2536  
Madison, WI 53701-2536  
FAX: (608) 266-3830

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**CLEARINGHOUSE REPORT TO AGENCY**

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[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

**CLEARINGHOUSE RULE 98-173**

AN ORDER to create chapters RL 140 to 142, relating to the registration of music, art and dance therapists.

Submitted by **DEPARTMENT OF REGULATION AND LICENSING**

11-02-98      RECEIVED BY LEGISLATIVE COUNCIL.  
11-30-98      REPORT SENT TO AGENCY.

RS:DD:jal;wu

**LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT**

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

Comment Attached      YES       NO

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

Comment Attached      YES       NO

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

Comment Attached      YES       NO

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS  
[s. 227.15 (2) (e)]

Comment Attached      YES       NO

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

Comment Attached      YES       NO

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL  
REGULATIONS [s. 227.15 (2) (g)]

Comment Attached      YES       NO

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

Comment Attached      YES       NO

# WISCONSIN LEGISLATIVE COUNCIL STAFF

## RULES CLEARINGHOUSE

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Director  
(608) 266-1946

Richard Sweet  
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David J. Stute, Director  
Legislative Council Staff  
(608) 266-1304

One E. Main St., Ste. 401  
P.O. Box 2536  
Madison, WI 53701-2536  
FAX: (608) 266-3830

## CLEARINGHOUSE RULE 98-173

### Comments

**[NOTE: All citations to "Manual" in the comments below are to the Administrative Rules Procedures Manual, prepared by the Revisor of Statutes Bureau and the Legislative Council Staff, dated September 1998.]**

#### 1. Statutory Authority

a. Paragraphs (a), (b) and (c) of s. RL 141.01 fail to indicate that "another national organization that certifies, registers or accredits" therapists must be approved by the department. Should the rule contain criteria for departmental approval of other national organizations? See s. 440.03 (14) (a) 1. b., 2. b. and 3. b., Stats.

b. Section RL 142.04 arguably exceeds the authority granted by s. 440.03 (14) (d), Stats. The latter requires the department to promulgate rules specifying the services within the scope of practice that a registered therapist "is qualified to perform." A strict interpretation of the statutory provision arguably would limit the rule-making authority to a delineation of services that a registered therapist is qualified to perform and a prohibition against practicing beyond the defined scope of practice. Under that interpretation, the authority for prohibited practice rules that relate more to unprofessional conduct or misconduct may be questioned. A more expansive interpretation of the statutory provision might support more of the prohibited practices delineated in the rule as essentially defining the scope of practice. The department should consider the statutory authority for s. RL 142.04, both generally and as it relates to each prohibited practice.

#### 2. Form, Style and Placement in Administrative Code

a. It is suggested that the rule create only one chapter with three subchapters.

b. The style of s. RL 140.02 (2) is inconsistent with subs. (3) and (4) of that section which delineate elements of the respective practice. More importantly, however, all the

definitions contain substantive provisions that are more appropriately placed in provisions relating to scope of practice. Consideration should be given to whether it is necessary at all to define the practice of art therapy, dance therapy and music therapy; it appears, as indicated, that most of each definition can be stated within the rules relating to the scope of practice (if a definition is considered necessary, perhaps the first sentence of each definition will suffice).

c. In s. RL 141.02 (1) (intro.), it is suggested that "on or before the renewal date" be relocated to follow "submit." Also, sub. (1) (a) refers to a form. The requirements of s. 227.14 (3), Stats., should be met.

d. In s. RL 142.01 (1) (intro.), "Practice" should be modified by "Musical therapy."

e. In s. RL 142.02 (1) (intro.), "Practice" should be modified by "Art therapy."

f. In s. RL 142.03 (1) (intro.), "Practice" should be modified by "Dance therapy."

g. In s. RL 142.04 (intro.), "without limitation because of enumeration" should be deleted. Generally, it is not a favored drafting technique and its import in the context of the prohibited practices section is unclear.

#### **5. Clarity, Grammar, Punctuation and Use of Plain Language**

a. Each of the sections defining the scope of practice of the respective therapies addressed by the rule refers to "generally accepted standards recognized by the profession," followed by a noninclusive listing of standards. Consequently, generally accepted standards recognized by each profession apparently exist that are not recognized within the rule but of which a reasonable practitioner would be aware and that can be established by the department by introduction of evidence. Is that the intent of the wording of the scope of practice provisions?

b. In s. RL 140.02, why does sub. (4) refer to "termination of services," but subs. (2) and (3) do not? [See also ss. RL 142.01, 142.02 and 142.03.]

c. In s. RL 142.01 (1) (b), it appears that a semicolon should be placed after "needed." Is the reference to "infection control procedures" correct?

d. In s. RL 142.03 (1) (b), does "modalities" refer back to "movement" in addition to "nonverbal" and "verbal"? Consideration should be given to clarifying the sentence.

e. In s. RL 142.04 (4), consideration should be given to placing "when indicated" following "failing."

f. Section RL 142.04 (10) makes reference to a client's "authorized representative." Should reference to an authorized representative be made elsewhere in the rule?

g. In s. RL 142.04 (11), "conduct" should replace "misconduct." Consideration should be given to giving further specificity to the term "dual relationships."

h. In s. RL 142.04 (16), "other" should be deleted.

- i. In s. RL 142.04 (20), use of “appropriate” is vague; can more guidance be provided?
- j. In s. RL 142.04 (22), should “knowingly” modify “Making”?
- k. In s. RL 142.04 (24), should “relating to the practice of music, art or dance therapy” follow “department”?

# Department of Regulation & Licensing

State of Wisconsin  
(608) 266-0145

TTY# (608) 267-2416, hearing or speech  
TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935  
E-Mail: [dorl@mail.state.wi.us](mailto:dorl@mail.state.wi.us)  
FAX# (608) 261-7083

## BUREAU OF HEALTH SERVICE PROFESSIONS

### INFORMATION FOR MUSIC, ART OR DANCE THERAPIST REGISTRATION CANDIDATES

An applicant is eligible for a music, art or dance therapist registration if the applicant does not have an arrest or conviction record, subject to secs. 111.321, 111.322 and 111.335 Stats. and pays the fee required under sec. 440.05(1), Stats.

#### REGISTRATION REQUIREMENTS:

To obtain a registration as a music, art or dance therapist an individual must submit all of the following:

1. an application on a form provided by the department;
2. the appropriate fee; and
3. evidence satisfactory to the department that he or she is certified, registered or accredited as a music, art or dance therapist, as appropriate, by one of the following organizations:

Music Therapist - the Certification Board for Music Therapists, National Music Therapy Registry, American Music Therapy Association or another national organization that certifies, registers or accredits music therapists.

Art Therapists - the Art Therapy Credentials Board or another national organization that certifies, registers, or accredits art therapists.

Dance Therapists - the American Dance Therapy Association or another national organization that certifies, registers or accredits dance therapists.

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION:

1. Application (Form #2427): Complete the enclosed application and attach the appropriate fee. Make check payable to "Department of Regulation & Licensing." Mail to the Bureau of Health Service Professions, at PO Box 8935, Madison WI 53708-8935.
2. Request for Verification of Certification, Registration or Accreditation (Form #2426): Complete and forward to the organization where you are certified, registered or accredited.

MAILING INSTRUCTIONS: Mail the application and the appropriate fee to the following address:

DEPARTMENT OF REGULATION & LICENSING  
BUREAU OF HEALTH SERVICE PROFESSIONS  
PO BOX 8935

MADISON WI 53708-8935

#2425 (1/1/98)  
Ch. 440, Stats.

# Department of Regulation & Licensing

State of Wisconsin  
(608) 266-0145  
TTY# (608) 267-2416 hearing or speech  
TRS# 1-800-947-3529 impaired only

P.O. Box 8935, Madison, WI 53708-8935  
E-Mail: [dorl@mail.state.wi.us](mailto:dorl@mail.state.wi.us)  
FAX #: (608) 261-7083

## BUREAU OF HEALTH SERVICE PROFESSIONS

### APPLICATION FOR MUSIC, ART OR DANCE THERAPIST REGISTRATION

Information requested is required for processing.

#### PLEASE TYPE OR PRINT IN INK

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Former Name(s) - (If Applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

(A Post Office Box is NOT Acceptable)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (days): ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnic and gender status information is optional, and is for research and reporting to the Equal Employment Opportunity Commission.

- Race: \_\_\_\_\_ (1) White, not of Hispanic origin  
\_\_\_\_\_ (2) Black, not of Hispanic origin  
\_\_\_\_\_ (3) Hispanic  
\_\_\_\_\_ (4) American Indian or Alaskan  
\_\_\_\_\_ (5) Asian or Pacific Islander  
\_\_\_\_\_ (6) Other

Sex: \_\_\_\_\_ M \_\_\_\_\_ F

#### APPLICATION FEES (Make check payable to Department of Regulation and Licensing and attach to application).

**\$ 41.00 Registration Fee**

#### **For Receiving Use Only**

# State of Wisconsin Department of Regulation & Licensing

PLEASE CHECK THE ORGANIZATION UNDER WHICH YOU ARE CERTIFIED, REGISTERED OR ACCREDITED.

# State of Wisconsin Department of Regulation & Licensing

"Currently" does not mean on the day of, or even in the weeks or months preceding, the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or **within the past two years**.

"Illegal use of controlled dangerous substances" means the use of controlled dangerous substances obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 6. Do you have a medical condition which in any way impairs or limits your ability to practice music, art or dance therapy with reasonable skill and safety? If yes, please explain. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does your use of chemical substance(s) in any way impair or limit your ability to practice music, art or dance therapy with reasonable skill and safety? If yes, please explain.  | <input type="checkbox"/> | <input type="checkbox"/> |

# Department of Regulation & Licensing

State of Wisconsin

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P.O. Box 8935, Madison, WI 53708-8935

E-Mail: dorl@mail.state.wi.us

FAX #: (608) 261-7083

## BUREAU OF HEALTH SERVICE PROFESSIONS

### REQUEST FOR VERIFICATION OF CERTIFICATION, REGISTRATION OR ACCREDITATION MUSIC, ART OR DANCE THERAPIST

Information requested is required for processing.

#### APPLICANT

**PLEASE COMPLETE THIS FORM AND FORWARD TO THE ORGANIZATION  
WHERE YOU ARE CERTIFIED, REGISTERED OR ACCREDITED.**

---

The State of Wisconsin requests a verification of certification, registration or accreditation concerning the following individual:

NAME

SOCIAL SECURITY NUMBER\*

ADDRESS

DAYTIME PHONE NUMBER

CITY, STATE AND ZIP

DATE OF BIRTH

NAME IF DIFFERENT FROM ABOVE

CREDENTIAL #

DATE OF BIRTH

Applicant Signature

Date

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### PLEASE MAIL VERIFICATION TO THE FOLLOWING ADDRESS:

Department of Regulation & Licensing

Bureau of Health Service Professions

PO Box 8935

Madison WI 53708-8935

\*For use in locating your records.

#2426 (11/98)

Ch. 440, Stats.

Application Addendum

**CONVICTIONS AND PENDING CHARGES**

[You must complete this form if you checked "Yes" in response to any of the application questions on convictions or pending charges.]

Your application states that you have been convicted of a crime, or that criminal charges are pending against you. The Fair Employment Act (sections 111.31 through 111.395 of the Wisconsin Statutes) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest "substantially relate to the circumstances of the particular job or licensed activity". The information requested in this form will be used to determine whether your application should be granted, approved with limitations, or denied. This form must be signed and notarized. The information you provide in this form may be verified against criminal information records, and an omission of information on this form will be considered a false statement on an application.

For questions, contact **Deanna Zychowski** at (608) 266-5432.

(Hearing or speech impaired only: TTY# (608) 267-2416; TRS# 1-800-947-3529).

Please Type or Print in Ink

Name of professional credential you are applying for: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Race\*: \_\_\_\_\_ Sex\*: \_\_\_\_\_ Social Security Number\*\*: \_\_\_\_\_

\*This information is necessary to check criminal information records. \*\*This information helps us but is voluntary.

1. List any other names you have ever used, especially any names under which you have been arrested:  
\_\_\_\_\_  
\_\_\_\_\_

2. List all felonies, misdemeanors, traffic crimes and other violations of state or federal law of which you have ever been convicted, in this or any other state, whether the conviction resulted from a plea of no contest or a guilty plea or verdict. For each, list the date of conviction, the location of the court (county and state) and the complete sentence received (fine, imprisonment, probation, etc.). Do not include municipal ordinance violations or traffic offenses, **except**: include convictions for any offenses involving alcohol or drug use, especially convictions for operating a motor vehicle while intoxicated (OWI, DUI, etc.). Attach another sheet if necessary.

Offense	Date	Location	Sentence

3. Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment, or counseling program?  Yes  No.

4. If your answer to the above is "yes", did you successfully complete the program?  Yes  No  
When? \_\_\_\_\_ What evidence can you provide that you successfully completed the program? (Attach certificate of completion).  
\_\_\_\_\_  
\_\_\_\_\_

5. Have you ever been sentenced to probation, been placed on parole, or been ordered to pay restitution? \_\_\_ Yes \_\_\_ No

6. If your answer to the above is "yes", did you successfully complete probation or parole, or make restitution as ordered? \_\_\_ Yes \_\_\_ No. When? \_\_\_\_\_

List the name(s), address(es) and phone number(s) of any probation or parole officer(s) presently or previously assigned to you or your case(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List all felonies, misdemeanors, traffic crimes and other violations of state or federal law for which you have been arrested and which are pending. For each, list the date of arrest, the location of the court (county and state), and the current status of the charge. Attach another sheet if necessary.

Offense	Date	Location	Current Status
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Give any explanation you feel necessary with regard to your convictions or pending charges. Attach another sheet if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information which I provided above is true in every respect. I understand that false or forged statements made in this document in connection with my application for a credential, or failing to provide relevant information, may be grounds for denial of the application, revocation of any credential granted to me, or criminal prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
Signature of Notary Public

My commission (expires \_\_\_\_\_) (is permanent).

**State of Wisconsin  
DEPARTMENT OF REGULATION AND LICENSING  
P.O. BOX 8935, MADISON, WI 53708-8935**

# Department of Regulation & Licensing

## State of Wisconsin

(608) 266-2112

TTY# (608) 267-2416, hearing or speech

TRS# 1-800-947-3529, impaired only

P.O. Box 8935, Madison, WI 53708-8935

E-Mail: [dorl@mail.state.wi.us](mailto:dorl@mail.state.wi.us)

FAX #: (608) 267-0644

## NOTICES

### TIME FOR REVIEW AND DETERMINATION OF CREDENTIAL APPLICATIONS

Section RL 4.06 of the Wisconsin Administrative Code provides a time period for reviewing an application by the licensing authority. Generally, under this rule, an authority shall make a determination on an original application for a credential within 60 business days after a completed application is received. An application is completed when all materials necessary to make a determination on the application and all materials requested by the licensing authority have been received.

### PROCEDURES ON APPLICATION DENIAL

An applicant who receives a notice of denial may request a hearing to challenge the denial by filing a request with the appropriate board or the department within 45 days after the mailing of the notice of denial. The request must contain the applicant's name and address, the type of license sought, the reasons why a hearing is requested and a description of the mistake the applicant believes was made, if the applicant claims that the denial was based on a mistake of fact or law. Procedures for conducting a denial proceeding are specified in ch. RL 1 of the Wisconsin Administrative Code. A copy of ch. RL 1 may be obtained from the department and is available at some public libraries.

### PERSONALLY IDENTIFIABLE INFORMATION

Information collected on an application form will be used to determine eligibility for a credential or examination. Information collected on a complaint form will be used to assist in determining compliance with professional standards. It is not likely that information collected by these forms will be used by the department for other purposes.

*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.*

Information collected by these forms may be made available to others under Wisconsin laws governing inspection of public records. Credentialing is a public process with a goal of identifying those competent to protect the public. Names and addresses provided on an examination scheduling application, applicant pass/fail status on the examination, and the name and address on a credential record may be provided to others who request it.

### 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.

**Communications:** Individuals who need auxiliary aids for effective communication in programs and services may make their needs and preferences known by calling the Department's ADA Coordinator at (608) 267-1815 or TTY at (608) 267-2416.

**Examinations:** Individuals may request special accommodations for examinations by completing a Disability Accommodation Request Form available from the Office of Examinations at (608) 266-2852.

**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) 267-1815 or TTY at (608) 267-2416.

#1988 (Rev. 7/98)

ss. 15.04 (1) (m), 19.35, Stats.