

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 who fails to take an examination administered by the department shall receive a refund of all but \$20 of the examination fee if:

(a) The applicant provides written notice at least 10 days in advance that the applicant is unable to take the examination or

(b) The applicant who fails to provide written notice submits a written explanation satisfactory to the board or department that the applicant's failure to take the examination resulted from extreme personal hardship.

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(3) 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.

(4) 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.

(5) 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.

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	150	78
	National Practical and State Law	90	68
	Practical State Law		30
ARCHITECT	Registration	10	
CHIROPRACTOR	Complete Examination	98	
	State Law Examination Practical		30 68
DENTAL HYGIENIST	Complete Examination State Law Examination	40	30
DENTIST	Complete Examination State Law Examination	75	30
DESIGNER OF ENGINEERING SYSTEMS	Complete Examination Retake one or more parts	40	30

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Examination	Examination Part	Fee For Examination	Fee For Reexamination
ENGINEER-IN TRAINING	Certification	10	
ENGINEER-PE	Barrier Free Design	40	30
FUNERAL DIRECTOR	Complete Examination Retake one or more parts	64	30
HEARING INSTRUMENT SPECIALIST	Complete Examination Written Practical	103	30 68
LAND SURVEYOR	Registration	10	
NURSING HOME ADMINISTRATOR	Complete Examination National Written State Law Examination Effective July 1, 1992: Complete Examination National Written State Law Examination	140 57 165 57	118 30 143 30
OCCUPATIONAL THERAPIST	Complete Examination State Law Examination	40	30
OCCUPATIONAL THERAPY ASSISTANT	Complete Examination State Law Examination	40	30
OPTOMETRIST	Complete Examination Written Examination Clinical Examination	90	30 68
PHARMACIST	Complete Examination National Association of Boards of Pharmacy Li- censing Examination (NABPLEX) Federal Drug Law State Jurisprudence State Pharmacy Laboratory State Practice of Pharmacy Three State Exams Above Only	278 120	168 38 30 68 30
PHYSICAL THERAPIST	Complete Examination Written State Law Examination	130 40	108 30
PHYSICIAN	Complete Examination Federated Licensing Exami- nation (FLEX)-Complete FLEX-Part 1 FLEX-Part 2 State Law Examination	460 116	438 238 293 30
PHYSICIAN'S ASSISTANT	Complete Examination State Law Examination	40	30
PODIATRIST	Complete Examination Orals	78	68
PRIVATE DETECTIVE	Complete Examination Written State Examination	153	30
PRIVATE PRACTICE SCHOOL PSYCHOLOGIST	Ethics	59	30
PSYCHOLOGIST	Complete Examination	193	

Examination	Examination Part	Fee For Examination	Fee For Reexamination
	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

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.

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.