

CR 93-113

**CERTIFICATE**

**STATE OF WISCONSIN**


**DEPARTMENT OF REGULATION AND LICENSING**

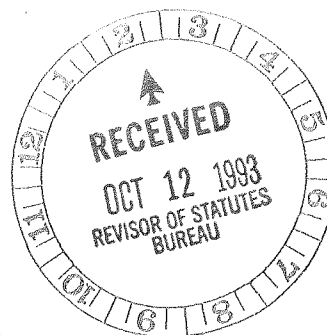
**TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:**

**I, Marlene A. Cummings, Secretary of the Wisconsin Department of Regulation and Licensing and custodian of the official records of the Department, do hereby certify that the annexed rules were duly approved and adopted by the Department of Regulation and Licensing on the 12th day of October, 1993.**

**I further certify that said copy has been compared by me with the original on file in this office and that the same is a true copy thereof, and of the whole of such original.**

**IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department at 1400 East Washington Avenue, Madison, Wisconsin this 12th day of October, 1993.**

  
\_\_\_\_\_  
**Marlene A. Cummings**  
**Secretary**  
**Department of Regulation**  
**and Licensing**



12-1-94 93

STATE OF WISCONSIN  
DEPARTMENT OF REGULATION AND LICENSING

---

IN THE MATTER OF RULE-MAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE	:	DEPARTMENT OF REGULATION AND LICENSING
DEPARTMENT OF REGULATION	:	ADOPTING RULES
AND LICENSING	:	(CLEARINGHOUSE RULE 93-113)

---

ORDER

An order of the Department of Regulation and Licensing to repeal and recreate RL 4.04 relating to fees for examinations, fees for reexaminations and fees for proctoring examinations.

Analysis prepared by the Department of Regulation and Licensing.

---

ANALYSIS

Statutes authorizing promulgation: ss. 15.08 (5) (b), 227.01 (13) (n), 227.11 (2), 440.03 (2), 440.05 (1), 440.06 and 440.07 (3), Stats.

Statutes interpreted: ss. 440.03 (2) and 440.05 (1), Stats.

This chapter is revised and repealed to reflect revisions to s. 440.05 (1), Stats., contained in 1993 Wisconsin Act 16. The rule describes the department's policy and procedure for making and implementing fee changes.

Listing of specific fees is removed from the rule and replaced by a rule which requires the department to maintain and make available to the public a list of fees which is updated twice annually.

Language is added to clarify that the department shall use a competitive bid process to obtain services when more than one vendor exists.

The specific dollar amount of the proctoring fee is replaced by general language consistent with s. 440.05 (1), Stats., "equal to the cost of administering the examination."

Reference to initial credentials is deleted in response to revision to s. 440.05(1), Stats., which created an initial credential fee which is separate from fees for examinations.

---

TEXT OF RULE

SECTION 1. RL 4.04 is repealed and recreated to read:

RL 4.04 (title) 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 publication 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.

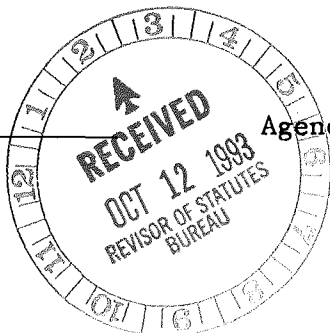
(5) PROCTORING EXAMINATIONS FOR OTHER STATES. Fees for proctoring examinations of Wisconsin residents or licensees who are applying for a credential in another state are equal to the cost of administering the examination, plus any additional cost charged to the department by the test service vendor. This service is available only for professions credentialed in Wisconsin.

-----  
(END OF TEXT OF RULE)  
-----

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

10/12/93



Agency

Marlene A. Cummings  
Marlene A. Cummings, Secretary  
Department of Regulation  
and Licensing

**CORRESPONDENCE/MEMORANDUM**

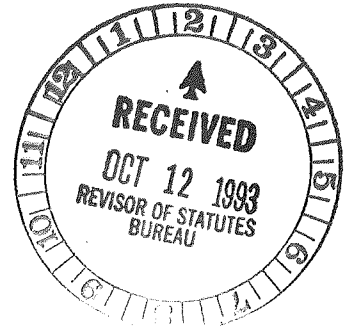
**STATE OF WISCONSIN**

**DATE:** October 12, 1993

**TO:** Gary Poulson  
Assistant Revisor of Statutes

**FROM:** Pamela Haack, Administrative Assistant  
Department of Regulation and Licensing

**SUBJECT:** Final Rulemaking Order



**Agency: DEPARTMENT OF REGULATION AND LICENSING**

**Clearinghouse Rule: 93-113**

Attached is a copy and a certified copy of a final order adopting rules.  
Would you please publish these rules in the code.

Please stamp or sign a copy of this letter to acknowledge receipt.

Thank you.