



Marshfield Clinic®

Division of Education

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Dear Fellows:

These instructions are to help you through the Wisconsin Medical License process.

Please review the following items before you start the process for your Medical License:

Wisconsin Medical License process is through LicenseE. According to the DSPS website, LicenseE is Wisconsin's self-guided, online occupational license application platform for health care professions. Here are a couple reference items to help you through the process.

1. Below are some links to help you through the medical license process that are from the DSPS website. Since I cannot create an account, I am not sure of all the screens you will be seeing on the LicenseE website/application.
 - a. You can watch several LicenseE user guide videos at the following link on the DSPS website:
<https://dsps.wi.gov/Pages/LicensEResources.aspx>
 - b. A pdf version of the user guide is attached or you can find the user guide at the following link below:
https://dsps.wi.gov/Documents/LicensE/WI_Applicant_User_Guide.pdf
2. To start the license process in LicenseE, please click on the link below:
 - a. <https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>
 - b. Click on Register for an individual
 - c. Continue to follow the directions in the LicenseE user guide under register for an individual (pages 4-6)
 - d. Once you have registered, I believe you have to go back to the home page and log in:
<https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>
 - e. Once you are logged into the LicenseE application, select apply for a license as individual (see page 31 in the LicenseE user guide)
 - f. Select a license type from the License Types dropdown list: here you will need to select License by Endorsement. (You are applying for a physician medical license or physician license in case it asks after you select license by endorsement)
 - g. Fill in the requested information on the LicenseE website. Pages 31-40 in the LicenseE user guide should help you. (but please note the example in the guide is for an acupuncturist)
 - h. Please select NO, for the question are you requesting a waiver of your initial credentialing fee.
 - i. Please select NO for the question requesting equivalency of your military training and experience.
 - j. Select No for the question are you requesting a reduced credential fee.
 - k. Supporting Documents:

- You will need to submit the following documents (Listed under Letter I) for DSPS to process your medical license.
- The list below is to help you on how to get these forms submitted.
- PLEASE PAY CLOSE ATTENTION TO WHO SHOULD SUBMIT EACH FORM /DOCUMENT NEEDED for you to receive your medical license.
 - If a form/document states it needs to be submitted from a Third Party, please view and send the place who needs to submit the form for you, the following Third Part Document Upload User Guide to help them submit the document needed.
 - <https://dsps.wi.gov/Documents/LicenseE/Third-PartyDocumentationUploadProcessGuide.pdf>
 - Or send them the attached PDF of the guide
 - PLEASE NOTE, as stated on page 4 of the user guide, you need to provide the third party with your application/PAR number and profession that will be listed with your application number.
 - The third party will need to then follow the instructions on the third party user guide on how to upload the document they are to submit.

I. These are the forms/documents you will need to submit for your license

- **Signed Authorization and Waiver form ([form #571](#))**
 - As the form states: complete the form and submit it with your application materials to DSPS
- **Physician Data Center Profile form the Federation of State Medical Board ([Form# 1445](#))**
 - As the form states, please complete the form and forward it directly to the Federation of State Medical boards at the email/fax provided on the form.
- **Medical Education Verification form ([Form #2164](#)) –**
 - Please complete the ***applicant*** section of the form
 - Make sure you sign it and then forward it to you medical school to complete/sign
 - Your medical school will need to upload the form to the LicenseE website (see 3rd party instructions if they have questions on how to upload the document)
- **Certification of Post-Graduate Training ([Form #2165](#)).**
 - You will need to complete the top of the form (where is states Applicant Name: and Application number and then sign the form and date it)
 - Send this form to your residency program to have them complete the rest of the form and get a signature from the Program Director
 - Your residency program will need to upload this form to the LicenseE website (see 3rd party instructions if they have questions on how to upload the document)
- **Copy of your ECGME certificate if you are a Foreign Graduate**
 - you should be able to upload this document to the licensE website
- **Self-Query from the National Practitioner Data Bank : www.npdb.hrsa.gov**
 - Go to the website above and select Start Self Query order in the right hand corner
 - Select personal and then select go to Step 1
 - Enter the requested information
 - Continue on to the through the steps (I am unable to see what is asked of you after step 1).
 - If by chance they ask where to send the document, you would select Wisconsin Medical License board. If there is no option like this that comes up, you can request to receive the report yourself and upload it to the LicenseE website.

- **AMA or AOA Profile:**
 - Click on the following website: <https://profiles.ama-assn.org/amaprofiles>
 - Create an account or sign in if you have an account.
 - Click on AMA Physician Profile at the top
 - As the website states, requests to send a profile to medical licensing board, this should cost around \$40.
 - If you have if you graduated from a foreign medical school or are a DO you will need to have your name added to the Masterfile. On the AMA website once you find the physician profile tab, you will need to click on the email provided and request to be added to the Masterfile (as stated in the website instructions)
 - **Copy of your official transcripts at this website:** <http://www.fsmb.org/transcripts>
 - Under Overview, click Learn More
 - As you can see transcript available through FSMB are only for FLEX, SPEX and USMLE.
 - Submit your USMLE transcript request through the [FSMB](#). (sign in and fill in the requested information, please select Wisconsin Medical Board if they ask where to send the transcripts)
 - For NBOME/COMLEX-USA: Request a certified copy of your official transcript [here](#). For assistance, call 866-479-6828 or email Client Services (see link on the NBOME transcripts page)
 - If the transcript has not recorded to your due diligence page on the LicenseE website, please contact DSPS to verify receipt of the transcript. Transcripts are available to the boards for six months from the date the request was submitted.
 - Transcripts are posted twice daily (once in the morning and again at the end of the workday) to a secure website available to the medical boards.
 - If the board indicates that they have not received the transcript, please contact FSMB at (817) 868-4041 or transcripts@fsmb.org and we can investigate further.
 - [Form #2252](#) if you have any convictions and pending charges against you.
 - [Form# 3085](#) ONLY if you have been convicted of any felony, misdemeanor or other violations.
- m. Since you are a fellow, you will also need to complete the following forms if you had a medical license in another state during your residency training or after residency training.**
- [Form# 2167](#) –Titled Hospital, Faculty and Employer verification
 - Please complete the application information and forward onto the hospitals/faculties where you were a resident or where you had staff privileges/employment (with a medical license) during the last 5 years.
 - They will need to upload the form to the LicenseE website (see 3rd party instructions if they have questions on how to upload the document)
 - [Form# 3046](#) titled: Joint Commission Certificated hospital, faculty and employer verification:
 - Please complete the application information and forward onto the hospitals/faculties where you were you worked (and had a medical license) and the hospital was Joint Commission Certified).
 - They will need to upload the form to the LicenseE website (see 3rd party instructions if they have questions on how to upload the document)
 - Letters from all State Boards where licensed (including active and inactive licenses). This is only if you have been licensed in another state.
 - [Form #2829](#) if you have any malpractice suits or claims against you.

- If your name is not the same on all credentials, please submit a certified copy of your marriage certificate or divorce decree, etc.
 - n. Once you get through all the steps on the LicenseE website, you will be asked to submit payment.
3. Here is a link to the DSPS License External User FAQs
[https://dps.wi.gov/Documents/License/WI %20DSPS User%20FAQs.pdf](https://dps.wi.gov/Documents/License/WI%20DSPS%20User%20FAQs.pdf)
 4. Here is a link to a video that shows you how to download your license once it is approved:
<https://youtu.be/HNWotGPUUD8>
 5. Here is the link to where I found all this information the DSPS website:
<https://dps.wi.gov/Pages/LicenseResources.aspx>