



1000 North Oak Avenue  
Marshfield, WI 54449

Dear Residents:

Again, welcome to Marshfield Clinic Health System.

This email is to help you through the Resident Educational License (REL) process.

**Please note it is very important to begin this process immediately so an REL number is assigned to you prior to your July 1, 2023 start date.**

If you have any questions, please feel free to reach out to Amy Guidry at [guidry.amy@marshfieldclinic.org](mailto:guidry.amy@marshfieldclinic.org) and she will try to walk you through the process as best as she can.

Also, since we can't set up an account, these instructions are written from what we know of the REL process. Please let Amy Guidry know if you have any updates or additions you think would be helpful to future incoming residents.

**Background on the REL:**

1. Resident Educational License (REL) is a license that is required for the duration of your training or until your permanent medical license to practice medicine or surgery has been granted to you.
2. According to the [State of Wisconsin website](#), the REL is aimed at candidates who have been accepted into an ACGME or AOA post-graduate training program.
3. Wisconsin Department of Safety and Professional Services (DSPS) uses the program LicenseE to issue REL's.
4. Below are some links to help you through the REL process that are from the DSPS website. Since we cannot create an account, we are not sure of all the screens you will be seeing on the LicenseE website/application.
  - You can watch several LicenseE user guide videos at the following link on the DSPS website: <https://dsps.wi.gov/Pages/LicensEResources.aspx>
  - A pdf version of the user guide can be found at the following link below: [https://dsps.wi.gov/Documents/LicenseE/WI\\_Applicant\\_User\\_Guide.pdf](https://dsps.wi.gov/Documents/LicenseE/WI_Applicant_User_Guide.pdf)
5. The cost of this license will be \$10

**Please follow the steps below if you **have** a Social Security Number (see page 4 if you **do not** have a social security number):**

1. To start the REL process in LicenseE, please click on the link below: <https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>
2. Click on Register for an individual
3. Continue to follow the directions in the LicenseE user guide under register for an individual (pages 4-6)

4. 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>
5. Once you are logged into the LicenseE application, select apply for a license as individual (see page 31 in the LicenseE user guide)
6. Select a license type from the License Types dropdown list: here you will need to select Resident Educational License (REL). (You are a resident in training, so please make sure you select this type of license).
7. 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)
8. Please select NO, for the question are you requesting a waiver of your initial credentialing fee.
9. Please select NO for the question requesting equivalency of your military training and experience.
10. Select No for the question are you requesting a reduced credential fee.
11. If you come to a section labeled, POST-GRADUATE TRAINING/FELLOWSHIPS, PRACTICE, AND OTHER ACTIVITES, **ALL** time from completion of medical school to present must be accounted for. If you were working from the time you completed medical school until you started your residency training at MCHS, this needs to be documented. In the past DSPS would not accept any gaps in training, that is why we ask you to list everything.
12. Supporting Documents:
  - a. You will need to submit the following documents (Listed under #13) for DSPS to process your REL.
  - b. The list below is to help you on how to get these forms submitted.
  - c. **PLEASE PAY CLOSE ATTENTION TO WHO SHOULD SUBMIT EACH FORM /DOCUMENT NEEDED for you to receive your REL.**
    - 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 Party Document Upload User Guide to help them submit the document needed.  
<https://dsps.wi.gov/Documents/LicensE/Third-PartyDocumentationUploadProcessGuide.pdf>

**13. These are the forms/documents you will need to submit for your REL:**

- a. **Resident Educational Certificate of Professional Education Form (form #3050)**
  - Fill in your information under the APPLICANT SECTION
  - Be sure to enter your application/PAR number, as your medical school will not be able to upload this form to the LicenseE website without it.
  - Forward this form to your medical school to complete the SCHOOL SECTION of this form.
  - As the form states, your medical school will need to return this completed form directly to DSPS using the LicenseE Third Party upload portal at <https://license.wi.gov/s/third-party-document-upload>
  - Remember the form must be sent to DSPS directly from your medical school.
  - Provide your medical school with the Third party instructions located at this link: <https://dsps.wi.gov/Documents/LicensE/Third-PartyDocumentationUploadProcessGuide.pdf>

b. **Physician Resident Educational License-Affidavit of Hospital Authority ([Form # 2601](#))**

- Fill in your information under the APPLICANT SECTION
- Be sure to enter your application/PAR number, as we will not be able to upload this form to the LicenseE website without it.
- Forward this form to Amy Guidry at [guidry.amy@marshfieldclinic.org](mailto:guidry.amy@marshfieldclinic.org).
- Amy will fill out the rest of the form and have the DIO, Dr. Jansen, sign the form.
- She will then upload it to the LicenseE website.

c. If you have any Convictions and Pending Charges you will need to complete form [#2252](#) with your application.

- Please read the form to understand what you need to complete.
- Completion of this form will be \$8.00.
- If you do not have any Convictions and Pending Charges you do not need to complete this form.

14. Continue through the screens as directed and complete the process by paying \$10 for the REL.
15. To check the status of your application, please see pages 51-53 in the LicenseE user guide.
16. To check and see if you have any additional items that need to be completed or notes from DSPS, follow the same steps on pages 51-53 in the LicenseE user guide but instead of selecting view application you would select view due diligences.
17. On the due diligences page you will see if the files needed for your REL have been uploaded or if DSPS has any questions or needs additional information from you.
18. Once your REL has been approved, you should receive an email from DSPS.
19. Please download your REL and send it to Amy Guidry at [guidry.amy@marshfieldclinci.org](mailto:guidry.amy@marshfieldclinci.org)

**For All Residents—it is very important to complete the steps above as soon as possible. The State of Wisconsin will need the appropriate amount of time to process your application and to receive form #3050 from your medical school.**

Thank you in advance for completing the REL process ASAP.

## **Please follow the steps below if you **do not have** a Social Security Number:**

1. If you do **not** have a social security number you will need to enter some information differently on your application on the LicenseE website.
2. To start the REL process, without a social security number, in LicenseE , please click on the link below:  
<https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>
3. Click on Register for an individual
4. Continue to follow the directions in the LicenseE user guide under register for an individual (pages 4-6)
5. 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>
6. Once you are logged into the LicenseE application, select apply for a license as individual (see page 31 in the LicenseE user guide)
7. Select a license type from the License Types dropdown list: here you will need to select Resident Educational License (REL). (You are a resident in training, so please make sure you select this type of license).
8. 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)
9. When you get to the section where the application asked for your social security number, please enter all 9's in this section (for example 999-999-9999)
  - You will also need to complete the following [form #1050](#)
  - [Form #1051](#) will need to be notarized by a valid notary, which can be done outside of the State of Wisconsin (or in Wisconsin if you are already located within WI)
  - You can submit the form under "Other" on the documents page in LicenseE.
10. Please select NO, for the question are you requesting a waiver of your initial credentialing fee.
11. Please select NO for the question requesting equivalency of your military training and experience.
12. Select No for the question are you requesting a reduced credential fee.
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Updated: 2-23-2023