

Applying for Wisconsin Genetic Counseling License: Common Questions and Facts:

Where do I apply? <https://license.wi.gov>

Step 1 – Click on “Register for an individual” to Register

Step 2 – Complete applicant information including (name, email, DOB, SS#, password for system [8 characters must include letters, numbers, and special character], home address, mailing address, and phone #)

Step 3 – Apply for Health License with choice of Genetic Counseling

Step 4 – Choose which of 3 options you are going to apply for licensure (Experience Waiver, Initial Application by Exam, or Reciprocity) *****The preferred option is Initial Application by Exam, and is the option outlined here*** The Experience Waiver application is meant ONLY FOR THOSE WHO DO NOT HAVE a CGC and need one-time GRANDFATHERING**

Step 5 – Things you will need to do for Exam Application: Complete online application, have ABGC or ABMGG send confirmation of both current board certification and when you passed boards (this is a single letter request at ABGC.net log into ABGC’s Recertification Application and order Licensure Verification be sent to Wisconsin), have your graduate school send confirmation of Master’s Degree from accredited program directly to state with completed FORM 6112)

Step 6 – Complete and submit full online application including personal information, school information, employment information, application fee reduction request if applicable, declarations and additional declarations with appropriate forms if necessary

Step 7 – Pay \$60 application fee

Step 8 – after payment and completion of application you will see you have been assigned an application number starting with “PAR-....” you will need this number to reference on FORM 6112 and what is recognized by the WI system as your application number

Where can I see status of my application?

<https://dsps.wi.gov/Pages/Professions/GeneticCounselors>

Step 1 – Click on “License Application Status Lookup”, provide your application number, and click “Search”

How long does the application process take?

The online application takes approximately 15-20 minutes to complete based on your experience/past employers you need to enter and if you have additional forms you need to complete based on declarations this could take longer for you. The request for ABGC is less than 5 minutes. Your request for graduate school confirmation will differ based on your school. Example: For UW – Madison completing the FORM 6112 and sending with request took approximately 5 minutes. If you don’t know where to start, start at your graduate school’s registrar’s office

Can I access the WI State DSPS LicenseE system on my smartphone or tablet?

Yes

What if I prefer to apply for Wisconsin Licensure by a method other than “Initial Application by Exam?”

Option 1 is the only intended option from our bill for someone who has a CGC. The option for Experience Waiver licensure is the grandfathering clause from our bill designed exclusively for our colleagues who may not have obtained/unable to attain their CGC. Do not choose this option as the method of licensure if you have obtained certification. At this time the rules for re-newal are not set and to ensure our bill is used as intended we would strongly discourage you from any option other than 1 if you are a Wisconsin CGC.

Can a paper application be submitted?

No

Where can I find all the forms outside of the electronic application that I will need to complete for my application?

There will be links to the required forms in the electronic application itself. If you need a form and did not obtain it during the application process, all forms are also available here: <https://dsps.wi.gov/Pages/Professions/GeneticCounselors>

If I'm having problems logging into or using the DSPS LicenseE Application, what can I do?

Look here to see if your specific problem is addressed or see how to contact the system administrators with concerns: https://dsps.wi.gov/Documents/LicensE/WI_%20DSPS_User%20FAQs.pdf

As a practicing genetic counselor in Wisconsin, when do I have to have licensure completed?

The deadline for Genetic Counselors to obtain licensure in Wisconsin for being an active practicing GC is September 1, 2023

Will renewal for licensure be annual?

Rules are in progress. Meetings for our state affiliated credentialing board are open to public <https://dsps.wi.gov/Pages/BoardsCouncils/GeneticCounselors/Meetings.aspx>

Will the cost of renewal be the same as initial application (\$60)?

Rules are in progress Meetings for our state affiliated credentialing board are open to public
<https://dsps.wi.gov/Pages/BoardsCouncils/GeneticCounselors/Meetings.aspx>

Will there be a minimum number of CEUs required for renewal or will renewal be based on maintaining certification with ABGC?

Rules are in progress and will be posted here when available:
<https://dsps.wi.gov/Pages/Professions/GeneticCounselors/CE.aspx>

If there will be a minimum number of CEUs required for renewal what will that number be?

Rules are in progress and will be posted here when available:
<https://dsps.wi.gov/Pages/Professions/GeneticCounselors/CE.aspx>

Will WI accept both category 1 and category 2 CEUs to meet requirements?

Rules are in progress and will be posted here when available:
<https://dsps.wi.gov/Pages/Professions/GeneticCounselors/CE.aspx>

For students that graduate, but have not yet completed or passed board examination, will there be a temporary license offered?

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If there is going to be a temporary license, where will information on applying for this be and when can we expect to have this information available?

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Could I be refused, barred, or have a termination of my WI Genetic Counselor License?

Generally, the department or licensing board may refuse to license an initial applicant or bar or terminate from licensure a renewal applicant who was convicted of any felony, misdemeanor, or other offense, including ordinances, the circumstances of which substantially relate to the circumstances of the particular licensed activity. Wis. Stat. § 111.335(3). The following site has listed alternative or additional standards set out in statute for potential denial of licensure related to specific professions:
<https://dsps.wi.gov/Pages/Professions/LicensureOffenses.aspx>

If I have questions that were not answered here, is there someone I can reach out to for answers?

You can check to see if the information is located on the Wisconsin state website:

<https://dsps.wi.gov/Pages/BoardsCouncils/GeneticCounselors/Default.aspx>

If you don't find your answers here, please feel free to reach out to WIGCA at wisconsinigca@gmail.com and we will contact the licensing board to see if we can answer your questions