

Tips & Tricks for RCP Licensure and How to Avoid Common Application Pitfalls

1. Currently, licensure application materials can be submitted to the WI Department of Safety & Professional Services (DSPS) via mail, email, and fax. It is best for you to send as much of your application materials via one modality.
 - a. Email is most preferred because it is easier to track and maintain a record of submission.
 - b. If you send via snail-mail, make sure you send it via USPS registered mail so that it can be tracked and so DSPS has to sign for it on delivery.
 - c. If you send via fax, be sure you get a confirmation page/fax receipt.
2. DSPS operates as a Primary Source State, which means some of your materials must be sent by another party on your behalf. **YOU CANNOT SUBMIT THESE ON YOUR OWN BEHALF.** Examples of this would be degree verification from your respiratory school (WIForm #1792) and previous record of licensure in another state from that state's licensing body. If you get these application documents sent to you, then you submit them to DSPS, they will **NOT** be processed.
3. Take your time and make sure your application is completed entirely. If any information is missing your application will **NOT** be processed. One of the top places on the application that causes issues is applicants not completely filling out their home address and contact information.
4. If you have a criminal record and think you may need to undergo a legal review as part of your application process, fill out the **Application for Predetermination** available on the DSPS website. You can start this process **BEFORE** you graduate from respiratory school. This will prevent additional delays if the legal review and decision can be completed before you submit your other licensure application materials upon graduation.

Link to DSPS website: <https://dsps.wi.gov>

Link to DSPS RCP Licensure Instructions and Application:

<https://dsps.wi.gov/Pages/Professions/RespiratoryCarePractitioner/Default.aspx>

Link to Application for Predetermination (Form 3085):

<https://dsps.wi.gov/Credentialing/General/fm3085.pdf>

WI Society for Respiratory Care Website: <https://www.wsrc.online/>