

## Chapter PT 8

### BIENNIAL LICENSE RENEWAL

PT 8.01 Authority and purpose.  
PT 8.02 Renewal required; method of renewal.

PT 8.05 Requirements for reinstatement.

**PT 8.01 Authority and purpose.** The rules in this chapter are adopted by the board pursuant to the authority delegated by ss. 15.08 (5) (b), 227.11 (2) and 448.53, Stats., and govern biennial renewal of licensees of the board.

**History:** Cr. Register, September, 1995, No. 477, eff. 10-1-95; am., Register, June, 1998, No. 510, eff. 7-1-98; **CR 03-020: am. Register April 2004 No. 580, eff. 5-1-04.**

**PT 8.02 Renewal required; method of renewal.** Each licensee shall renew his or her license biennially with the department. On or before October 1 of each odd-numbered year the department shall mail to each licensee at his or her last known address as it appears in the records of the board an application form for renewal. Each licensee shall complete the application form and return it with the required fee to the department prior to the next succeeding November 1. The department shall notify the licensee within 30 business days of receipt of a completed renewal form whether the application for renewal is approved or denied.

**History:** Cr. Register, September, 1995, No. 477, eff. 10-1-95; am., Register, June, 1998, No. 510, eff. 7-1-98.

**PT 8.05 Requirements for reinstatement.** A license shall expire if it is not renewed by November 1 of odd-numbered years. A licensee who allows the license to lapse may apply to the board for reinstatement of the license as follows:

(1) If the licensee applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee.

(2) If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make inquiry as it finds necessary to determine whether the applicant is competent to practice under the license in this state, and shall impose any reasonable conditions on reinstatement of the license, including oral examination, as the board deems appropriate. All applicants under this paragraph shall be required to pass the open book examination on statutes and rules, which is the same examination given to initial applicants.

**History:** Cr. Register, September, 1995, No. 477, eff. 10-1-95; r. (1), renum. (2) (intro.), (a) and (b) to be (intro.), (1) and (2), Register, June, 1998, No. 510, eff. 7-1-98.