

WISCONSIN DEPARTMENT OF REGULATION AND LICENSING

PUBLIC RECORDS NOTICE

The Department of Regulation and Licensing (DRL) is responsible for reviewing applications for professional credentials, for issuing and renewing professional credentials, for regulating and disciplining professionals, and for supporting various professional boards and regulatory authorities.

Members of the public may request information and access to the Department's public records, or request copies of these records by contacting the legal custodian, the Department Secretary, at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935, phone number (608) 266-2112. You may contact directly any of the deputy custodians set out below for records which you believe are in their possession. The Department's office hours are Monday through Friday, from 7:45 a.m. until 4:30 p.m.

Please make your request for the specific records you seek, orally or in writing, to either the legal custodian or one of the deputy custodians. A request must reasonably describe the information desired.

DRL may charge the actual, necessary and direct cost of reproducing or transcribing a record. When the request calls for a copy of a record, and the record can be photocopied, DRL may charge its standard fee of \$.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g., computer file, database entry), DRL may charge the actual cost of creating a readily comprehensible copy.

If the cost of locating a record or removing confidential information is greater than \$50, DRL may charge the requester the actual, necessary and direct location or redaction cost. If the records are mailed to the requester, DRL may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based upon the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. DRL may request pre-payment if the total costs are greater than \$5. Make checks payable to Wisconsin Department of Regulation and Licensing.

As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time that it takes the custodian to respond to the request will depend upon factors including, but not limited to, the nature and extent of the request and the availability of staff and other resources necessary to process the request. Not all records are kept at the Department and additional time may be needed to retrieve records kept off the premises. If the custodian denies a written request, the requester has a right to receive the denial in writing.

The various divisions and offices of the Department are listed below:

OFFICE OF THE SECRETARY: This office is responsible for the overall administration and management of the Department. The deputy custodian is the Deputy Secretary of the Department available by telephone at (608) 267-2435.

DIVISION OF MANAGEMENT SERVICES: This division is responsible for fiscal management and for information technology. The deputy custodian for records of this division is the Administrator of the Division of Management Services available at (608) 261-2392.

OFFICE OF LEGAL COUNSEL: This office is responsible for advising and monitoring departmental legal activities, including administrative rules and cases in the administrative legal process. The deputy custodian is the General Counsel, whose telephone number is: (608) 267-2914.

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING: This division is responsible for receiving and processing professional credentials and for renewal of professional credentials. The deputy custodian for this division is the Administrator of the Division of Professional Credentialing, available at (608) 266-0557.

DIVISION OF ENFORCEMENT: This division is responsible for investigation and prosecution of complaints concerning the conduct of professionals in their professional capacities, and for monitoring compliance with formal actions. A deputy custodian for the Division of Enforcement is available at (608) 261-2380.

OFFICE OF EDUCATION AND EXAMINATIONS: This office provides coordinated examination and educational services to the boards and credential holders. The temporary deputy custodian is the Administrator of the Division of Board Services, available at phone (608) 261-2393.

BUREAU OF HEALTH PROFESSIONS: This bureau is responsible for supporting regulatory boards for the following professions: athletic trainers, controlled substances, dentists, dental hygienists, dietitians, distributors, hearing and speech pathology, medicine and surgery, occupational therapists, perfusionists, pharmacy, physician assistants, physical therapists, podiatrists, respiratory care practitioners, and veterinary. The deputy custodian is the Director of Health Professions and is available at (608) 266-8098.

BUREAU OF HEALTH SERVICE PROFESSIONS: This bureau is responsible for supporting regulatory boards for the following professions: acupuncture, chiropractic, marriage and family therapy, massage therapists and body workers, midwifery, music, art and dance therapists, nursing, optometry, professional counseling, psychology, social work, and substance abuse. The deputy custodian is the Director of the Bureau of Health Service Professions and is available at (608) 267-7223.

BUREAU OF BUSINESS AND DESIGN PROFESSIONALS: This bureau is responsible for supporting regulatory authorities for the following professions: accounting, athletic agents, architects (landscape, and professional engineers, designers and land surveyors), auctioneers, barbering/cosmetology, cemeteries, crematories, funeral directors, geologists, hydrologists, nursing home administrators, real estate, real estate appraisers, sanitarians, and soil scientists. The deputy custodian is the Director of Business and Design Professionals and is available at (608) 261-4486.

BUREAU OF DIRECT LICENSING: This bureau is responsible for supporting regulatory authorities for the following professions: boxing, charitable organizations, firearms permits, firearms certifiers, home inspectors, interior designers, peddlers, private detectives, private security persons, professional fundraisers, and professional fund raising counsel. The deputy custodian is the Director of the Bureau of Direct Licensing and is available at (608) 266-5521.