

MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS, INC.

LICENSURE POLICY ACKNOWLEDGEMENT

I have reviewed MCWAH's policy on licensure and agree to obtain an unrestricted Wisconsin medical license within the timeframe specified in the policy. I understand failure to obtain required licensure will result in non-renewal of my Training Agreement or a delay in start of training.

Name (please print)

Signature

Date

RESIDENT EDUCATIONAL LICENSE (REL) – A TEMPORARY TRAINING LICENSE, not to be confused with a full, unrestricted WI medical license!!!

All unlicensed residents who will be starting graduate medical education training must obtain an REL prior to their start date unless they have a full, unrestricted WI license in place. (Please refer to MCWAH's license policy for further requirements).

FULL UNRESTRICTED WISCONSIN MEDICAL LICENSE (Refer to MCWAH's licensure policy)

All residents entering their third year of training are required to obtain a Wisconsin license prior to **November 1, 2018**. All fellows are required to obtain a Wisconsin license prior to the start date of fellowship. Please refer to MCWAH's policy for further licensure requirements.

I am licensed in the following state(s): _____ . *(If applicable, provide copies)*

I currently have an unrestricted Wisconsin license # _____ . *(If applicable, no need to proceed further!)*

I am not licensed in Wisconsin and will obtain by * _____ . (Month/Year)

** (Please note the license application process in WI is a lengthy one and may take longer than six months from start to finish.)*

USMLE / COMLEX-USA (OR EQUIVALENT) *(Provide photocopies only if you do NOT have a full unrestricted WI License.)*

I have passed:

Step 1 /Level 1

Step 2CK /Level 2CE

Step 2CS /Level 2PE

Step 3 /Level 3

I have not passed the following exam(s) and:

I plan to take _____ exam on _____
Month/Year

I plan to take _____ exam on _____
Month/Year

Please complete and return this form to the MCWAH Office.

Medical College of Wisconsin Affiliated Hospitals, Inc. (MCWAH)
8701 Watertown Plank Rd
Milwaukee, WI 53226
Phone: 414-955-4575; Fax: 414-955-6409
Email: gme@mcw.edu

Medical College of Wisconsin Affiliated Hospitals, Inc.

Institutional Policy

LICENSURE, RESIDENT EDUCATIONAL LICENSE, and DEA NUMBER REQUIREMENTS FOR HOUSESTAFF

PURPOSE

The purpose of this policy is to outline licensure, Resident Educational License and DEA number requirements for housestaff in Medical College of Wisconsin Affiliated Hospital, Inc. (MCWAH) programs accredited by the Accreditation Council for Graduate Medical Education.

POLICY

All MCWAH housestaff are required to acquire and maintain proper medical licensure and a DEA number as outlined below:

1. Housestaff must obtain a Wisconsin Resident Educational License (REL) by the start of their first year of graduate medical education (GME) training.
2. Housestaff must pass the Step 2 CK and CS of the United States Medical Licensing Examination (USMLE) or the Level 2 CE and Level 2 PE of the COMLEX-USA of the National Board of Osteopathic Medical Examiners (NBOME) prior to the end of their first year of GME training. Failure to pass these examinations will result in non-promotion to the second year of training or non-renewal of the training agreement.
3. Housestaff must pass Step 3 of the USMLE or of the COMLEX-USA within 6 months of successfully completing one year of GME training.
4. Housestaff must possess an unrestricted Wisconsin medical license after 28 months of GME training. Failure to possess an unrestricted license may result in: non-promotion to the next level of training, unpaid leave of absence or non-renewal of the training agreement.
5. Candidates accepted into a MCWAH fellowship program must have an unrestricted Wisconsin medical license prior to beginning training.
6. Visiting housestaff who rotate in a MCWAH program must obtain either a Wisconsin Resident Education License or a full and unrestricted Wisconsin medical license and appropriate professional liability insurance prior to the start of the rotation.
7. Housestaff must renew their REL or Wisconsin license prior to expiration.
8. Licensed housestaff, with the exception of housestaff who are in specialties which do not order and administer controlled substances or who never write prescriptions, must also obtain a DEA number within three months of receiving their Wisconsin license and renew it prior to expiration while in a MCWAH training program. All prescriptions for scheduled drugs must have the DEA number of a physician licensed in Wisconsin. Most pharmacies in the community require a DEA number on all prescriptions. Non-licensed housestaff must have their prescriptions co-signed by a licensed physician with a DEA number.
9. Wisconsin law requires licensed physicians to complete 30 hours of continuing medical education for biannual medical license re-registration. Participation in a program of graduate medical education for three continuous months satisfies this requirement. Verification of such participation will be provided if needed. (Wis. Admin. Code § Med

13.04)

10. Housestaff who do not have a current Resident Educational License (REL) or a current unrestricted Wisconsin medical license may not work.

11. Exceptions to this policy can only be made by the Executive Director & Designated Institutional Official (DIO) of MCWAH upon recommendation of the program director.

RESOURCES

[Wisconsin Statute 448.04\(1\)bm](#)

[Wisconsin Statute 448.05](#)

[Wisconsin Administrative Code Med 5 \(PDF\)](#)

[Wisconsin Department of Safety and Professional Services Medical License Application Forms](#)

Effective Date: 10/20/2008

Revision History: 7/18/2011; 7/21/2014; 5/18/2015; 11/16/2015

Supersedes Policy: Licensure Requirement Policy; Licensure, Temporary Educational Permit and DEA Number Requirements for Housestaff

Review Date: N/A

Approved By: Kenneth B. Simons, MD
Executive Director & DIO
MCWAH