

MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS, INC.

LICENSURE POLICY ACKNOWLEDGEMENT

I acknowledge that I have reviewed MCWAH's licensure policy. I understand that MCWAH requires strict compliance with **all** aspects of its licensure policy and failure to comply with its requirements may result in action against me, including but not limited to, non-promotion, non-renewal, unpaid leave of absence, termination or MCWAH seeking a waiver of its MATCH commitment.

Name (please print)

Signature

Date

RESIDENT EDUCATIONAL LICENSE (REL) – **Not to be confused with a full, and unrestricted Wisconsin medical license!!!**

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

FULL, UNRESTRICTED WISCONSIN MEDICAL LICENSE

All residents are required to obtain a full and unrestricted Wisconsin medical license prior to **completion of 28 months of graduate medical education.** All fellows are required to obtain a full and unrestricted Wisconsin medical license **prior to the start of their fellowship.** **Please refer to MCWAH's policy for further licensure requirements and our FAQ's sheet for examples.**

- 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 Wisconsin is a lengthy one and may take longer than six months from start to finish.)***

USMLE / COMLEX-USA (OR EQUIVALENT)

(Provide copies of those exam's scores that were not submitted with your application and only if you do NOT have a full, unrestricted Wisconsin License) No need to order transcripts, photocopies are acceptable.

- 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 Step 3 of the USMLE or of the COMLEX-USA within 6 months of successfully completing one year of GME training.
3. Housestaff must possess a full and unrestricted Wisconsin medical license prior to completion of 28 months of GME training. Candidates accepted into a MCWAH fellowship program must have a full and unrestricted Wisconsin medical license prior to beginning training.
4. Visiting housestaff who rotate in a MCWAH program must obtain either a Wisconsin Resident Education License or a full and unrestricted Wisconsin medical license prior to the start of the rotation.
5. Housestaff must renew their REL or Wisconsin license prior to expiration.
6. 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. Non-licensed housestaff must have their prescriptions co-signed by a licensed practitioner with a DEA number.
7. 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)
8. Housestaff who do not have a current Resident Educational License (REL) or a current full and unrestricted Wisconsin medical license as outlined in this policy may not work.

9. Failure to meet the requirements of this policy may result in action against the housestaff including but not limited to, non-renewal, non-promotion, unpaid leave or termination. For incoming housestaff who fail to meet the requirements of this policy, MCWAH may also seek a waiver of its MATCH commitment.

10. Exceptions to this policy can only be made by the Executive Director & Designated Institutional Official (DIO) of MCWAH after consultation with the program director.

RESOURCES

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

[Wisconsin Statute 448.05](#)

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

[Wisconsin Administrative Code Med 13](#)

[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; 3/16/2020; 5/17/2021

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