

CHECKLIST FOR WISCONSIN GC APPLICATION

[Wisconsin Genetic Counselor Main Page](#)

- ☐ [Application](#) (filled out online)
 - Must create account before accessing application
 - \$60 application fee + \$1.20 convenience fee
 - First line of the main page has a link for *instructions on renewing*. Clicking there gets you to a User Guide (via a chrome extension so) that has screenshots for the initial license application as well as renewals
 - “Key Steps” links are very helpful and give information on how to apply for regular license, reciprocal license, or experience waiver
 - Contact board directly if you wish to opt out of having your address be publicly available or use work address in all applicable fields
 - Temporary License
 - ◆ May be granted to an applicant with ABGC active candidate status
 - ◆ Expires every 1 year, or 30 days after taking the ABGC examination.
 - ◆ Renewal of a temporary license may occur once and requires active candidate status.
 - Licensure expiration cycle
 - ◆ License must be renewed on November 1 of every odd-numbered year
 - ◆ License holders should receive an email when the renewal opens. Email should include appropriate username.
 - ◆ To renew license, 30 hours of continuing education are required every renewal cycle.
 - ◆ For first renewal cycle, CEU requirements are NOT required
- ☐ ABGC Verification of certification or active candidate status
 - Log into your ABGC portal [here](#). Scroll to the bottom and at the Licensure Verification row, click “add letter” to request verification of your ABGC credential
- ☐ Verification from grad program (for Application by Exam)
 - Complete first part of [Form 6112](#), Genetic Counselor Certificate of Professional Education, and send to graduate program. Program will complete the form and upload to Wisconsin’s state portal (<https://license.wi.gov/>)
- ☐ Verification of Licensure (for Application by Reciprocity)
 - need a license verification from **one** active state where you are licensed to be sent directly to the board via email
 - This state WILL accept primary source verifications printed from state websites

Last updated: 03.11.24 Jazmine Jung, MS, LCGC

Information included in this document may be subject to interpretation. Please check with the state licensing board for the most current information.

Licensee search/verification is [here](#)

See the [License Renewal and Continuing Education Information](#) document for renewal

Contact information:

Address: 4822 Madison Yards Way

Madison, WI 53705

Phone: (608) 266-2112

Email: dsps@wi.gov

Checklist Update History:

- Licensure application online as of May 2023, required by September 1st 2023
- Wisconsin User Guide info added
- License search/verify link updated
- Application (Reciprocity and Exam) updated
- Renewal link

Last updated: 03.11.24 Jazmine Jung, MS, LCGC

Information included in this document may be subject to interpretation. Please check with the state licensing board for the most current information.