

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
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EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND SOIL SCIENTISTS

INSTRUCTIONS FOR LATE RENEWAL OF CREDENTIAL

(Late Renewal for Credentials After More Than 5 Years of Expiration)

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

A. Required Information to be submitted

- ☐ **Application for Late Renewal** - Apply online via LicensE, <https://license.wi.gov/>.
- ☐ **Fees** - Pay the \$56.00 application fee and the \$25.00 late renewal fee online via LicensE.
- ☐ Experience Record ([Form 2392](#)) to provide a complete listing of experience during the time-period you did not hold or have held a license in another state. Any alterations will void this form.
- ☐ Verification of Examination or Registration ([Form 2391](#)) to be completed by **each** state in which you have been issued a license, if you hold or have held a license in another state. The verification form must be sent by the state directly to the Department.
- ☐ Applicant Appraisal Form for Late Renewal ([Form 2723](#)) - References from three professionals in your field who have personal knowledge of your current experience. Family members cannot act as a reference. Type or print your name in the box at the top of the form prior to distribution. Each reference should complete Form 2723 and return it to you so you can submit all three references with your application.

B. Wisconsin Statutes and Administrative Code

Wisconsin Statutes and Administrative Code relating to the practices of professional geologists, hydrologists, and soil scientists is available on the Department website, <https://dsps.wi.gov/Pages/RulesStatutes/GHSS.aspx>.

C. Other Information

The "Application for Late Renewal of Credential" should only be submitted if you have completed the requirements listed above.