



## How to Verify Entry Level Training

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### Credit-Based Training Document

The State has determined which courses taken at an institute of higher education are acceptable to meet the entry-level requirement. Refer to the table below to determine what type of documentation is appropriate for your type of application. Please note that we are unable to accept *any* document that you print from the Internet or school registration system.

First-Time Applicant	
<i>Acceptable</i>	<i>Not Acceptable</i>
<ul style="list-style-type: none"> <li>• Official Transcript</li> <li>• Photocopy of Official Transcript</li> </ul>	<ul style="list-style-type: none"> <li>• Unofficial Transcript (“Student Copy”)</li> <li>• Grade Report</li> <li>• Certificate</li> <li>• Completion sheet</li> <li>• Transcript printed from Internet</li> </ul>
Renewal Applicant	
<i>Acceptable*</i>	<i>Not Acceptable</i>
<ul style="list-style-type: none"> <li>• Official Transcript or photocopy</li> <li>• Grade Report or photocopy</li> <li>• Unofficial Transcript or photocopy</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate</li> <li>• Completion Sheet</li> <li>• Any document printed from Internet</li> </ul>

\*An official transcript (or photocopy) is **required** if you are submitting courses that will qualify you for a new position. Unofficial transcripts or grade reports may not be used to verify entry-level requirements.

Foreign transcripts may be reviewed by your licensing specialist to determine if any of the courses meet the entry-level requirement. Should the licenser determine the requirement is met, that approval is to be put in writing on State letterhead and a copy is to be sent to *The Registry*. Be sure to keep the original approval letter in your file.

Another way to have a foreign transcript considered is to have it translated to its English equivalency including the number of credits and grade for each course. A translation also allows *The Registry* to consider the number of related credits on the transcript to count toward the Registry level.

### Training from a State-Approved Agency

**Beginning July 1, 2000** All Entry-Level courses approved by the state of Wisconsin but not taken through an institute of higher education beginning July 1, 2000 are documented with a Registry course completion postcard.

Those who have received a course completion postcard are on the Registry database and need not send in a copy of the completion card.

**Prior to July 1, 2000** Documentation received dated prior to July 1, 2000, will be reviewed on a case-by-case basis. When the document is in question, *The Registry* may refer you to your licenser for approval. Should the licenser determine the requirement is met, that approval is to be put in writing on State letterhead and a copy is to be sent to *The Registry*. Be sure to keep the original approval letter in your file.

### Unclear Documentation

Should *The Registry* have questions regarding any documentation, *The Registry* will refer you to your licensing specialist for approval. Should the licenser determine the requirement is met, that approval is to be put in writing on State letterhead and a copy is to be sent to *The Registry*. Be sure to keep the original approval letter in your file.