

## DEPARTMENT OF REGULATION AND LICENSING

### GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY07 Adjusted Base	FY08 Recommended	% Change Over FY07	FY09 Recommended	% Change Over FY08
PR-O	11,793,000	12,628,800	7.1	12,628,800	0.0
TOTAL	11,793,000	12,628,800	7.1	12,628,800	0.0

### FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY07 Adjusted Base	FY08 Recommended	FTE Change From FY07	FY09 Recommended	FTE Change From FY08
PR-O	112.32	114.32	2.00	85.32	-29.00
TOTAL	112.32	114.32	2.00	85.32	-29.00

### AGENCY DESCRIPTION

The department is headed by a secretary who is appointed by the Governor with the advice and consent of the Senate. The department provides policy coordination and centralized administrative services for 26 boards, and oversees the regulation of 120 types of credentials, 9 councils, 7 advisory committees and approximately 340,000 credential holders.

The department is comprised of four divisions. Professional Credentialing is responsible for all application processing including determination of credential eligibility, credential renewal and the receipting of all revenue. Board Services is responsible for providing support to regulatory boards including administrative support, consultation about continuing education and examination requirements for regulated professions. Management Services provides basic services such as planning, budget, accounting and information technology. Enforcement provides complaint investigations and prosecution services. Legal services and administrative hearings are directed through the Office of Legal Services.

Most boards attached to the department have independent responsibility to regulate specific professions.

Department and board operations are funded through credential application, renewal and examination fees. A fee schedule for the application and renewal of all credentials is set by statute, and examination fees are set by statute and administrative rule.

### MISSION

The mission of the department is to protect the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals.

## PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Note: Goals, objectives and activities have been modified.

### Program 1: Professional Regulation

Goal: The credentialing authorities will set appropriate eligibility, education, examination and experience requirements and make this information readily available to users of services.

Objective/Activity: Provide ongoing assessment, consultation and assistance to the boards to assure there is transparency, consistency and effectiveness in the eligibility process and continuing education process where applicable.

Objective/Activity: Market the department's Web page and on-line renewal in order to reallocate the department's staff resources to higher priority needs and more direct consumer protection.

Objective/Activity: Provide on-line access to licensing applications and code books.

Objective/Activity: Represent Wisconsin's interests to national regulatory service agencies by participating in meetings and responding to issue surveys.

Objective/Activity: Create valid and reliable examinations for new professions and update existing examinations at least every five years.

Objective/Activity: Evaluate examination services from outside vendors and conduct on-site performance audits.

Goal: The credentialing authorities will set and maintain practice standards essential to provide safe and effective services for consumers while weighing the effectiveness and need for changes in the profession brought about by new technology.

Objective/Activity: Ensure that regulatory information is accessible through the department's Web site, press releases and other department publications.

Objective/Activity: Keep board members informed of current developments, data, trends, legal opinions and issues related to board responsibilities.

Goal: The department and regulatory authorities will appropriately resolve complaints and discipline credential holders who violate professional standards.

Objective/Activity: Conduct quarterly reviews to monitor the screening, investigation, legal action and hearing stages of complaints to ensure compliance with the department's policies.

Objective/Activity: Perform inspections of business establishments and entities to ensure compliance with applicable laws and rules.

Objective/Activity: Provide increased training to board members on their role as credentialing authorities.

Objective/Activity: Prepare annual reports showing the number and nature of disciplinary actions. Make such information accessible on the department's Web site.

Goal: The department will deliver all information technology projects on time and within budget.

Objective/Activity: Conduct quarterly reviews of all planned information technology projects and reallocate resources as necessary to complete the projects in the time stated.

## PERFORMANCE MEASURES

## 2005 AND 2006 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2005	Actual 2005	Goal 2006	Actual 2006
1.	On-line renewal of credential holders via the Web site.	20%	12.95%	25%	19.04%
1.	Increase the number of credential types for which on-line renewal is available.	99	99	99	100
1.	Number of complaints/cases resolved.	2,275	2,395	2,350	2,471
1.	Number of pending cases in the complaint-handling process.	1,350	1,778	1,300	1,900
1.	Conversion of licensing examinations to computer-based testing (per year).	5	2	5	9
1.	Audits and inspections of business establishments and entities to ensure compliance with the statutes and administrative rules.	360	334	370	298
1.	Increase E-business capacity.	Increased electronic data reporting and collection of out-of-state discipline.  On-line credential holder business processes (e.g., initial application).	Study determined it is not feasible to obtain electronic data from other states at this time.  On-line application submittal is included in the Oracle project (ICE) to be completed March 2007.	On-line financial reporting for charitable organizations	On-line financial reporting for charitable organizations is part of Oracle project (ICE) to be completed March 2007

Note: Based on fiscal year.

## 2007, 2008 AND 2009 GOALS

Prog. No.	Performance Measure	Goal 2007	Goal 2008	Goal 2009
1.	On-line renewal of credential holders via the Web site.	25%	30%	35%
1.	Increase the number of credential types for which on-line renewal is available.	108	111	111
1.	Number of complaints/cases resolved.	2,425	2,500	2,500
1.	Number of pending cases in the complaint-handling process.	1,800	1,750	1,700
1.	Number of new licensing examinations converted to computer-based testing (per year).	5	5	N/A
1.	Audits and inspections of business establishments and entities to ensure compliance with the statutes and administrative rules.	300	310	320
1.	Increase E-business capacity.	Implement on-line complaint filing	Implement digital fingerprinting. Implement on-line financial reporting for charitable organizations.	Improve Web site, including adding a search component

Note: Based on fiscal year.

## **DEPARTMENT OF REGULATION AND LICENSING**

### **GOVERNOR'S BUDGET RECOMMENDATIONS**

#### **RECOMMENDATIONS**

1. Fee Methodology
2. Compliance Monitoring
3. Increase Proctor and Subject Pay
4. Attorney Consolidation
5. Standard Budget Adjustments

**Table 1**  
**Department Budget Summary by Funding Source (in thousands of dollars)**

	ACTUAL FY06	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY08	FY09	FY08	FY09
PROGRAM REVENUE (2)	\$12,184.9	\$11,793.0	\$12,469.1	\$12,469.1	\$12,628.8	\$12,628.8
State Operations	12,184.9	11,793.0	12,469.1	12,469.1	12,628.8	12,628.8
TOTALS-ANNUAL	12,184.9	11,793.0	12,469.1	12,469.1	12,628.8	12,628.8
State Operations	12,184.9	11,793.0	12,469.1	12,469.1	12,628.8	12,628.8

(2) Includes Program Revenue-Service and Program Revenue-Other

**Table 2**  
**Department Position Summary by Funding Source (in FTE positions) (4)**

	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY08	FY09	FY08	FY09
PROGRAM REVENUE (2)	112.32	112.32	112.32	114.32	85.32
TOTALS-ANNUAL	112.32	112.32	112.32	114.32	85.32

(2) Includes Program Revenue-Service and Program Revenue-Other

(4) All positions are State Operations unless otherwise specified

**Table 3**  
**Department Budget Summary by Program (in thousands of dollars)**

	ACTUAL FY06	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY08	FY09	FY08	FY09
1. Professional regulation	\$12,184.9	\$11,793.0	\$12,469.1	\$12,469.1	\$12,628.8	\$12,628.8
TOTALS	12,184.9	11,793.0	12,469.1	12,469.1	12,628.8	12,628.8

**Table 4**  
**Department Position Summary by Program (in FTE positions) (4)**

	ADJUSTED BASE FY07	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY08	FY09	FY08	FY09
1. Professional regulation	112.32	112.32	112.32	114.32	85.32
TOTALS	112.32	112.32	112.32	114.32	85.32

(4) All positions are State Operations unless otherwise specified

### 1. Fee Methodology

The Governor recommends modifying the current fee structure for the licensed professions. Under the Governor's recommendation, the department is required to set initial and renewal credential fees based on actual time reporting by January 31 of each odd-numbered year for the upcoming biennium. Upon calculation of the fee structure, the department is required to submit the proposed amended fee schedule to the Joint Committee on Finance, which has 14 working days to review the plan. Within that time the Committee may call a meeting to act on the proposed fee schedule.

### 2. Compliance Monitoring

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	150,400	2.00	150,400	2.00
TOTAL	0	0.00	0	0.00	150,400	2.00	150,400	2.00

The Governor recommends providing funding and position authority to support compliance monitoring of continuing education requirements for regulated professions.

### 3. Increase Proctor and Subject Pay

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	9,300	0.00	9,300	0.00
TOTAL	0	0.00	0	0.00	9,300	0.00	9,300	0.00

The Governor recommends increasing funding to provide an increase to the individuals who oversee the department's credential exams and for subjects who participate in board level exams.

### 4. Attorney Consolidation

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	0	0.00	0	-29.00
TOTAL	0	0.00	0	0.00	0	0.00	0	-29.00

The Governor recommends improving the provision of state legal services by consolidating attorneys and legal support staff under the secretary of the Department of Administration on July 1, 2008. The Department of Administration secretary will determine the assignment of attorneys to individual agencies. To achieve this, the Governor recommends transferring 30.0 FTE positions to the Department of Administration. The Governor further recommends retaining the funding associated with these positions in the department to purchase legal services from the Department of Administration. In addition, 1.0 FTE unclassified position is created to provide general counsel services. See Department of Administration, Item #1.

**5. Standard Budget Adjustments**

Source of Funds	Agency Request				Governor's Recommendation			
	FY08		FY09		FY08		FY09	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	676,100	0.00	676,100	0.00	676,100	0.00	676,100	0.00
TOTAL	676,100	0.00	676,100	0.00	676,100	0.00	676,100	0.00

The Governor recommends adjusting the department's base budget for: (a) turnover reduction (-\$157,100 in each year); and (b) full funding of continuing position salaries and fringe benefits (\$833,200 in each year).