



## STATE OF WISCONSIN

Department of Safety and Professional Services

1400 E Washington Ave.

Madison WI 53703

**Governor Scott Walker**

**Secretary Dave Ross**

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**PROFESSIONAL COUNSELOR SECTION,**  
**OF THE**  
**MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING**  
**AND SOCIAL WORK EXAMINING BOARD**  
**Contact: Dan Williams (608) 266-2112**  
**Room 121A, 1400 E. Washington Avenue, Madison**  
**APRIL 8, 2013**

*Notice: The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Section.*

**10:30 A.M.**

**OPEN SESSION - CALL TO ORDER – ROLL CALL**

- A. **Approval of Agenda (1-4)**
- B. **Approval of Meeting Minutes of February 26, 2013 (5-10)**
- C. **Administrative Matters – Discussion and Consideration**
  - 1) Paperless Update **(11-24)**
  - 2) Staff Update
  - 3) Possible re-schedule of July meeting
- D. **Position Statements – Discussion and Consideration (25-26)**
- E. **Winona State Request – Discussion and Consideration (27-30)**
- F. **UW-Stout Letter of Inquiry – Discussion and Consideration (31-34)**
- G. **Legislation/Administrative Rule Matters Update – Discussion and Consideration**
  - 1) Executive Order 61 **(35-36)**
  - 2) Drafting Amendments to Admin Rule MPSW 10, 11, 12, and 14 Relating to License Education, Examination, and Supervised Practice **(37-48)**

- H. Items Received **After Preparation** of the Agenda:
  - 1) Introductions, Announcements and Recognition
  - 2) Presentations of Petition(s) for Summary Suspension
  - 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 4) Presentation of Proposed Final Decision and Order(s)
  - 5) Informational Item(s)
  - 6) Division of Legal Services and Compliance (DLSC) Matters
  - 7) Education and Examination Matters
  - 8) Credentialing Matters
  - 9) Approvals for Psychometric Testing
  - 10) Class 1 Hearings
  - 11) Practice Questions/Issues
  - 12) Legislation/Administrative Rule Matters
  - 13) Liaison Report(s) (Coalition Report/WAMFT Report)
  - 14) Speaking Engagement(s), Travel, or Public Relation Request(s)
- I. Informational Item(s)
- J. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)**

- K. **Monitoring Matters**
  - 1) Bradley W. Knapp, L.P.C. – Requesting Termination of Suspension **(49-84)**
- L. Deliberation of Proposed Final Decision and Orders
- M. **Request for Extension of Time to Complete the CE Required for the 2013 Renewal**
  - 1) J.B. **(85-134)**
- N. Division of Legal Services and Compliance
  - 1) Case Status Report
  - 2) Case Closings
- O. Consulting with Legal Counsel

P. Deliberation of Items Received **After Preparation** of the Agenda:

- 1) Deliberation on Class 1 Hearings
- 2) Application Issues and/or Reviews
- 3) Professional Assistance Procedure (PAP)
- 4) Monitoring Matters
- 5) Proposed Stipulations, Final Decisions and Orders
- 6) Administrative Warnings
- 7) Review of Administrative Warning
- 8) Orders Fixing Costs/Matters Related to Costs
- 9) Proposed Final Decisions and Orders
- 10) Petitions for Summary Suspension
- 11) Petitions for Re-hearings
- 12) Education and Examination Matters
- 13) Credential Issues
- 14) Supervisor Approvals
- 15) Appearances from Requests Received or Renewed
- 16) Motions

**RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**Voting on Items Considered or Deliberated on in Closed Session, if Voting is Appropriate**

**ADJOURNMENT**

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**PROFESSIONAL COUNSELORS SECTION  
MEETING MINUTES  
FEBRUARY 26, 2013**

**PRESENT:** Charles Lindsey, Leslie Mirkin, Allison Gordon

**ABSENT:** Nancy Clark

**STAFF:** Dan Williams, Executive Director; Yolanda McGowan, Legal Counsel; Matt Niehaus, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Charles Lindsey, Chair, called the meeting to order at 12:39 p.m. A quorum of three (3) members was present.

**APPROVAL OF AGENDA**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to approve the agenda as published. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES OF OCTOBER 23, 2012**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to approve the minutes of October 23, 2012 as published. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES OF DECEMBER 19, 2012**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to approve the minutes of December 19, 2012 as published. Motion carried unanimously.

**PUBLIC HEARING ON ADMINISTRATIVE RULE MPSW 10 AND MPSW 14 RELATING TO  
EDUCATION**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to accept the recommendations of the Clearinghouse report except where noted. The Section designates Charles Lindsey and Allison Gordon to review and approve the legislative report and legislative draft. Motion carried unanimously.

## ADMINISTRATIVE MATTERS

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, that the record indicate the election of officers and delegation of liaisons as discussed below. Motion carried unanimously.

### Election of Officers

#### Chair

**NOMINATION:** Leslie Mirkin nominated Charles Lindsey for the Office of Chair. Nomination carried by unanimous vote.

Dan Williams called for other nominations three (3) times.

Charles Lindsey was elected as Chair.

#### Vice Chair

**NOMINATION:** Leslie Mirkin nominated Allison Gordon for the Office of Vice Chair. Nomination carried by unanimous vote.

Dan Williams called for other nominations three (3) times.

Allison Gordon was elected as Vice Chair.

#### Secretary

**NOMINATION:** Leslie Mirkin nominated Leslie Mirkin for the Office of Secretary. Nomination carried by unanimous vote.

Dan Williams called for other nominations three (3) times.

Leslie Mirkin was elected as Secretary.

### Appointment of Liaisons

**Credentialing & Education Review:** Charles Lindsey, Leslie Mirkin

**Examination Liaison:** Charles Lindsey

**Continuing Education:** Charles Lindsey

**Legislative Liaison:** Leslie Mirkin

**Travel Liaison:** Allison Gordon

**Division of Legal Services and Compliance Monitoring Liaison:** Leslie Mirkin

**Professional Assistance Procedure (PAP) Liaison:** Leslie Mirkin

**Practice Question Liaison:** Charles Lindsey

**Screening Panel:** Allison Gordon, Leslie Mirkin

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, that complaints that may be received against DVR staff be opened at the discretion of legal counsel with guidance and advice from Charles Lindsey. Allison Gordon and Leslie Mirkin recuse themselves from such matters. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon that the Section delegates authority to the Chair or designated Section member to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair or Section member has the ability to delegate this signature authority to the Executive Director for purposes of facilitating the completion of assignments during or between meetings. The Chair or Section member delegates the authority to the Executive Director, to sign the name of the Chair or Section member on documents as necessary. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to adopt the Roles and Authorities Delegated to the Monitoring Liaison document. Motion carried unanimously.

#### **OTTAWA UNIVERSITY'S REQUEST FOR PROGRAM APPROVAL**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to accept Ottawa's Master of Arts program as a pre-approved program. Motion carried unanimously.

## LEGISLATION/ADMINISTRATIVE RULE MATTERS

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to examine in response to Executive Order 61 all of MPSW as relevant to the PC Section prior to the April 8<sup>th</sup>, 2013 meeting for purposes of discussion and recommendations at that meeting. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to approve the scope for MPSW 10, 11, 12, and 14 for implementation. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to request DSPS staff provide the Section an electronic copy of the scope and general timeline prior to the April meeting for review. Furthermore, an item will be placed on the April meeting agenda to begin drafting the rule. Motion carried unanimously.

### DWD/DVR LETTER OF REQUEST

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to designate Charles Lindsey as the Section's representative to draft a response to the DWD/DVR letter of request. Motion carried unanimously.

### NBCC ANNUAL MEETING

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to designate Charles Lindsey as the Section's representative to attend the National Board for Certified Counselors meeting on August 8-9, 2013 in Greensboro, North Carolina. Motion carried unanimously.

### CLOSED SESSION

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g), to consult with legal counsel to deliberate on proposed stipulations, deliberate on administrative warnings, deliberate on monitoring issues, application review, monitoring report and DOE case status reports. Roll Call Vote: Allison Gordon-yes; Charles Lindsey-yes; and Leslie Mirkin-yes. Motion carried unanimously.

The Board convened into Closed Session at 3:32 p.m.

### RECONVENE TO OPEN SESSION

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 4:26 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION,  
IF VOTING IS APPROPRIATE**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to affirm all motions made in closed session. Motion carried unanimously.

**PROPOSED FINAL DECISION AND ORDER IN THE MATTER OF THE  
APPLICATION FOR PROFESSIONAL COUNSELOR TRAINING LICENSE,  
CHRISTINE A. ELLIS, APPLICANT (DHA CASE #12 CPC 021)(DLSC CASE #12 CPC  
0061)**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to adopt the Findings of Fact, Conclusions of Law, Proposed Decision and Order in the matter of the application of Christine A. Ellis, Applicant –DLSC Case # 12 CPC 0061. Motion carried unanimously.

**DIVISION OF LEGAL SERVICES AND COMPLIANCE**

**Case Closings**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to close case number 12 CPC 022 for Insufficient Evidence (IE). Motion carried.

*Charles Lindsey recused himself from voting and deliberation in the matter of 12 CPC 022.  
Allison Gordon presided as Chair.*

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to close case number 12 CPC 087 for No Violation (NV). Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:26 p.m.

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Matthew C. Niehaus, Bureau Assistant</b>		2) Date When Request Submitted:  <b>2/4/2013</b>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Professional Counselors Section</b>			
4) Meeting Date:  <b>4/8/2013</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Paperless Initiative</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <b>Brief presentation of how Board Members can sign up for SharePoint access as a part of the paperless initiative, as well as instructions for using DSPS laptops.</b>			
11) Authorization			
<b>Matthew C. Niehaus</b>			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
Directions for including supporting documents: <ol style="list-style-type: none"> <li>1. This form should be attached to any documents submitted to the agenda.</li> <li>2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</li> </ol>			

## How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

wisconsin.gov home state agencies subject directory

**Wisconsin Department of Administration** | News | Search | Home

[Main Menu](#) | [Help](#) | [FAQ](#)

### DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

#### User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

#### Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

#### Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

#### Change Your Password

[Password Management](#) allows you to change your password.

#### Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009  
DET - Bureau of Business Applications Services  
Content Contact: [BRAS/BA](#)

[Wisconsin.gov](#) | [Search](#) | [Legal](#) | [DOA Home](#)

**Not sure if you already have DOA/State of WI account?**

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

**Account Creation**

\* Indicates Required Field

**Profile Information**

First Name  \*  
Middle Initial   
Last Name  \*  
Suffix   
E-Mail  \*  
Use this format 6085551234  
Phone  ext.   
Mailing Address  
Street Address   
City   
State/Province   
Zip Code  -

**Systems You Will Access**

Use your mouse to highlight the system that you want to access.

Systems  \*  
 \*

**Account Information**

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID  \*  
Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.  
[Password Tip](#)  
Password  \*  
Re-enter Password  \*

**Logon ID/Password Recovery**

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.  
[Secret Question and Answer Tip](#)

Secret Question  \*  
Secret Answer  \*

**Verification**

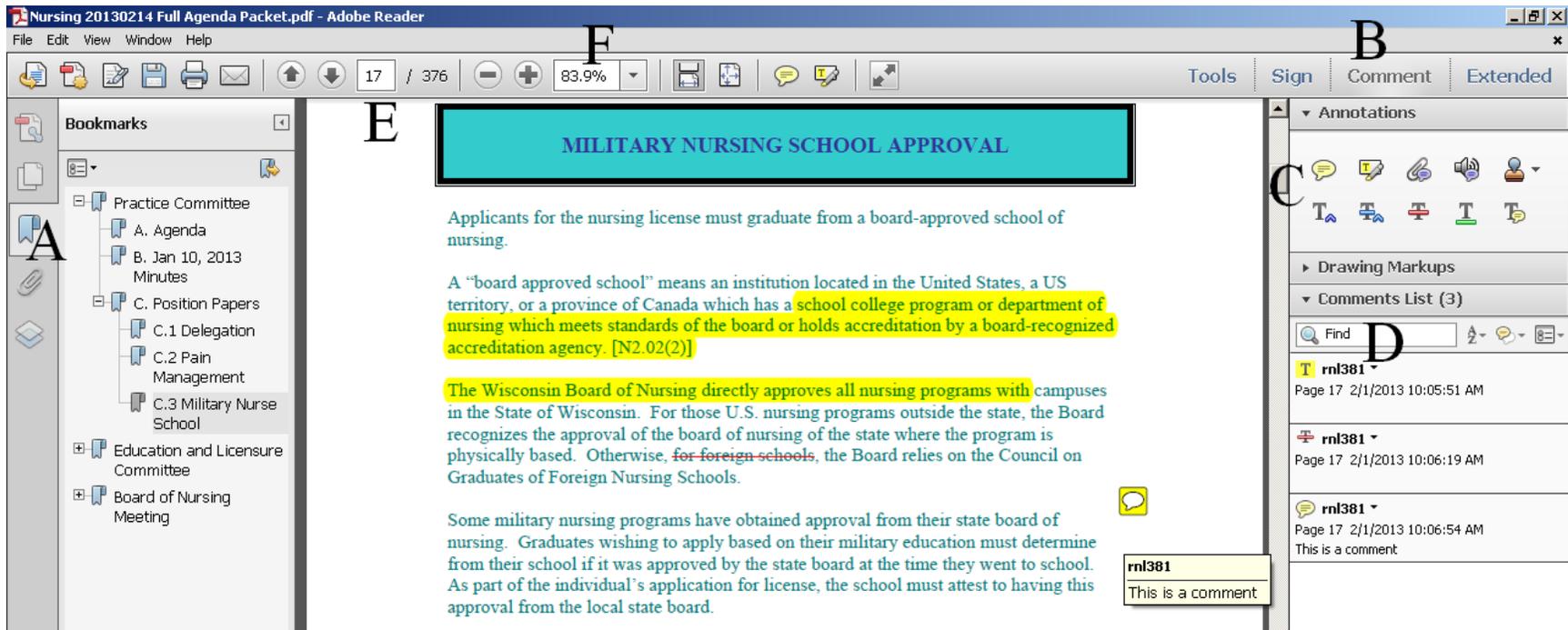
This step helps prevent automated registrations.  
If you cannot see the number below [click here](#).

Please enter the number as it is shown in the box to the left.  \*

**Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.**

**Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.**

**Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.**



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

**A: Bookmarks** – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

**B: Comment** – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

**C: Annotations & Drawing Markups** – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

**D: Comments List** – Quickly jump between your comments by selecting them in this list. Never again will you miss out on a note during a discussion with this handy tool.

**E: Page List** – No more rifling through papers in order to track down that page someone mentioned! With this handy bar, you can simply type in the page you are looking for, hit enter, and Adobe Reader will take you directly to the page.

**F: Zoom** – Having trouble reading something? You can zoom in and out on a document with this bar. The plus and minus signs to the left can be used to make quick adjustments as well.

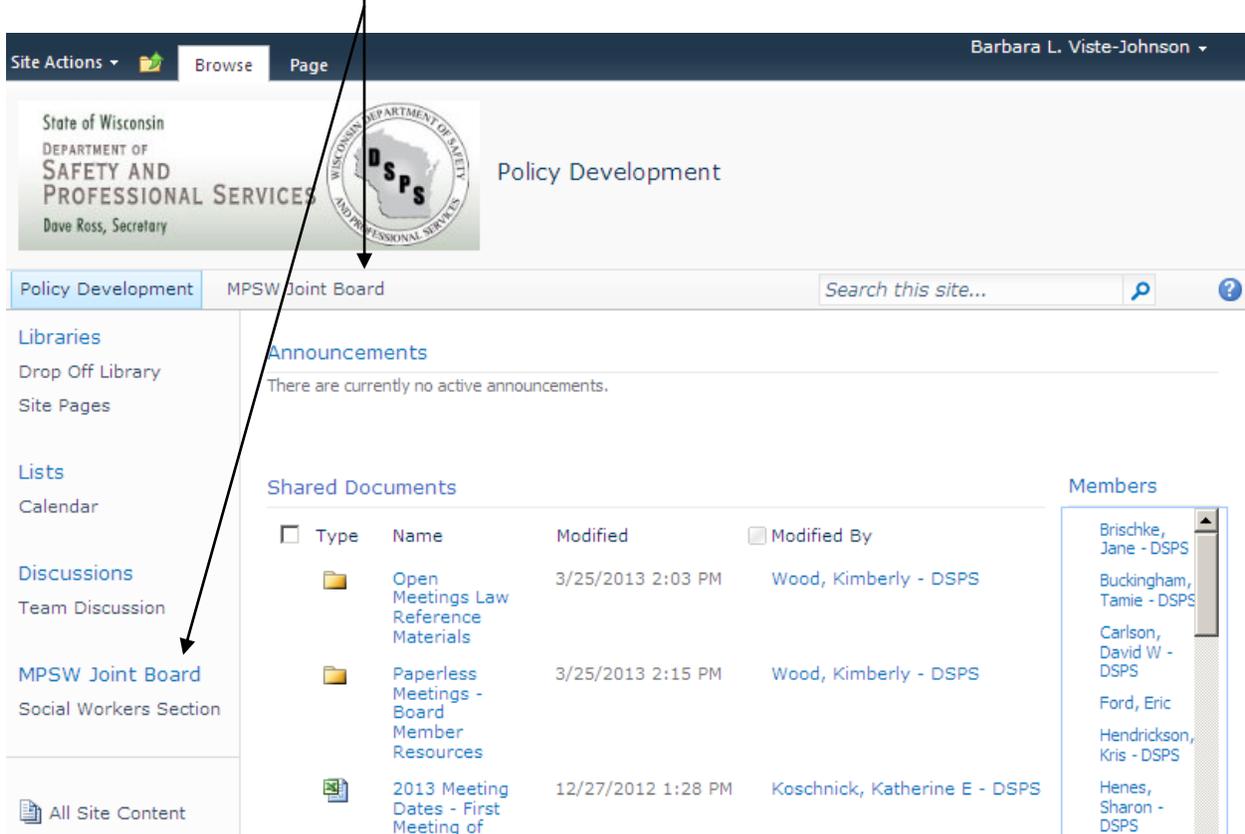
In order to log into the SharePoint site, you will need to go to <https://webapps.wi.gov/sites/dsps/boards/>

When you load this page, you should receive a prompt to enter your User name and password. Your User name is the Logon ID from when you created your Wisconsin Extension account. In order to tell SharePoint where to find your account, you will need to place wiext\ in front of your username at this login prompt. If you are logging in from a secure location, you can check the box to allow SharePoint to remember your username and password.



If you have forgotten your login information or password, there is a link at the bottom of <http://register.wisconsin.gov> that can be used to recover your Login ID and Password.

Once you enter your information successfully, you will be taken to the SharePoint launch page. The launch page also contains useful Board member information on things like open meetings law, paperless meeting resources, and a wide array of other information. From this site, you can select your Board and then you will be taken to the Board site. Your section is listed underneath the Joint Board.



There are several sections of this site that will be of interest to Board members. If you examine the left hand side of the screen when you get to your Board's site, you will see a navigation panel that lists every library and list you have permission to access. Please take a moment to familiarize yourself with the look of the site. Playing around is highly encouraged.

Board of Nursing

## Libraries

Introduction & Overview  
Materials

Board Materials

Legal Services and  
Compliance

Credentialing

Board Member Folders

Site Pages

## Lists

Calendar

Board Officers &  
Liaisons

The bar to the side of the left side of the page has several options on it that should be of interest to Board members. Many areas of the site are currently in development.

**Introduction & Overview Materials:** This library contains several documents relevant to Board business.

**Board Materials:** This library contains individual agenda items, as well as a copy of the completed agenda. The library is divided into subfolders by meeting.

**Legal Services and Compliance/Credentialing:** These libraries will be used by DLSC and Credentialing personnel to provide documents relevant to the respective areas. These sections of the site are currently in development.

**Board Member Folders:** This library contains a folder for each Board member. These folders are only visible to the Board member who they correspond to and are configured to allow Board members to upload any documents they wish. This folder will also contain a copy of the meeting agenda which Board members will be able to make comments in.

**Site Pages:** This section is currently in development

**Calendar:** A calendar of Board events. This is currently in development.

**Board Officers & Liaisons:** This list contains a directory of Board officers and liaisons. This directory will be updated prior to the meeting.

Search this site...						
<input type="checkbox"/> Type	Name	BoardName	Meeting Date	Modified	<input type="checkbox"/> Modified By	
	March 14, 2013			3/7/2013 4:57 PM	Niehaus, Matt - DSPS	

Selecting Board Materials will give you access to a list of meetings by date. Selecting the meeting date (under the “name” category) from this list will bring you to the items for that meeting date.

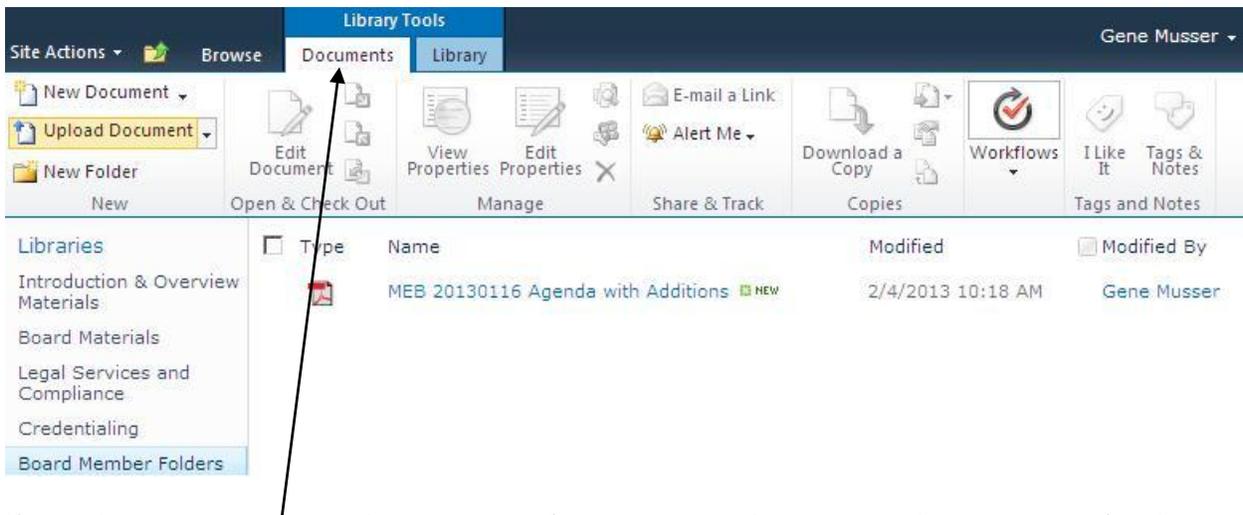
Board of Nursing > Shared Documents > March 14, 2013 > Create Date ▾  
Share a document with the team by adding it to this document library.

Board of Nursing Search this site...						
<input type="checkbox"/> Type	Name	BoardName	Meeting Date	Modified	<input type="checkbox"/> Modified By	
	1. Agendas	Board of Nursing	3/14/2013	3/7/2013 5:05 PM	Niehaus, Matt - DSPS	
	2. Minutes	Board of Nursing	3/14/2013	3/8/2013 2:29 PM	Niehaus, Matt - DSPS	
	3. Executive Director Matters	Board of Nursing	3/14/2013	3/8/2013 2:46 PM	Niehaus, Matt - DSPS	
	4. Credentialing Matters	Board of Nursing	3/14/2013	3/8/2013 2:46 PM	Niehaus, Matt - DSPS	
	5. Disciplinary Matters	Board of Nursing	3/14/2013	3/8/2013 2:47 PM	Niehaus, Matt - DSPS	
	6. Education and Examination Matters	Board of Nursing	3/14/2013	3/8/2013 2:48 PM	Niehaus, Matt - DSPS	
	7. Legislative-Administrative Rule Matters	Board of Nursing	3/14/2013	3/8/2013 2:48 PM	Niehaus, Matt - DSPS	
	8. Practice Matters	Board of Nursing	3/14/2013	3/8/2013 2:49 PM	Niehaus, Matt - DSPS	

Inside of a meeting date folder, you can view several subfolders, each of which will hold individual agenda items. These items will be uploaded over the course of the month for Board members to review.

8 business days before the meeting date, the Board’s Bureau Assistant will begin preparing an agenda packet, which will be placed in the Agenda Packet folder, as well as each individual user’s folder in Board Member Folders. This document will be opened to comments by Board members. Any items added after the agenda deadline will also have comment-enabled copies added to individual Board member folders.

When you select Board Member Folders, you will be brought to a page with a folder with your name on it. If you open this folder, you will be taken into your folder. You have elevated permissions inside of your folder, which will give you the ability to create, upload, edit, and save files.



If you click on the documents link at the top of the page, you will be able to view a new set of options. Of particular interest are New Document and Upload Document. If you create a new document, SharePoint will create a new word file. Upload Document can be used to upload your own files, such as a copy of the agenda you have made comments in.

When you upload a document, you will be prompted with the following window. Clicking Browse will let you navigate to a location on your computer to upload the file. The destination folder option should automatically fill in with your folder's name. You will not want to change this. You can enter versioning comments if you desire to track any changes you made between different copies of files that you upload.

**Upload Document**

Browse to the document you intend to upload.

Name:

[Upload Multiple Files...](#)

Add as a new version to existing files

**Destination Folder**

Specify the folder in this document library where the document should be saved.

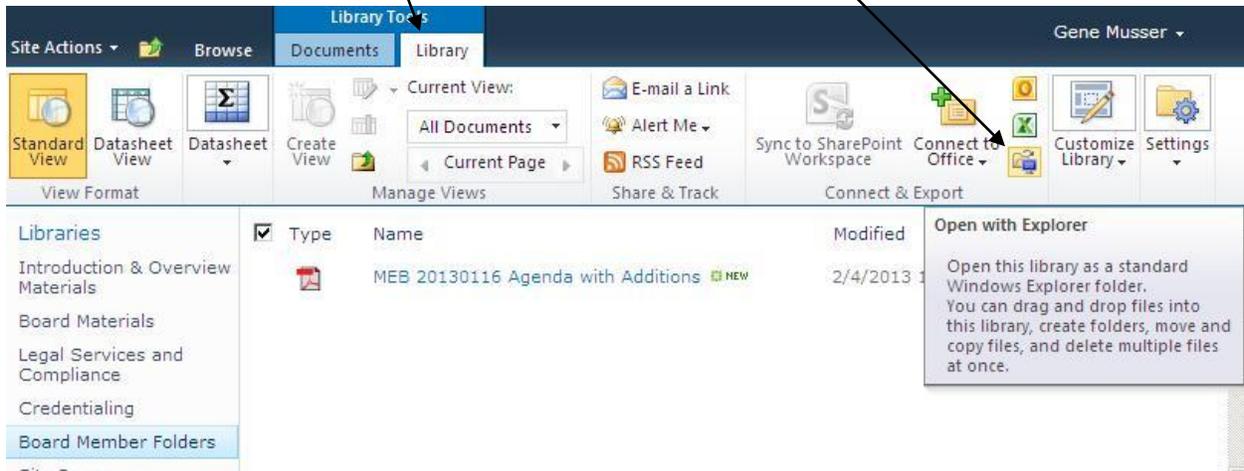
Folder:

**Version Comments**

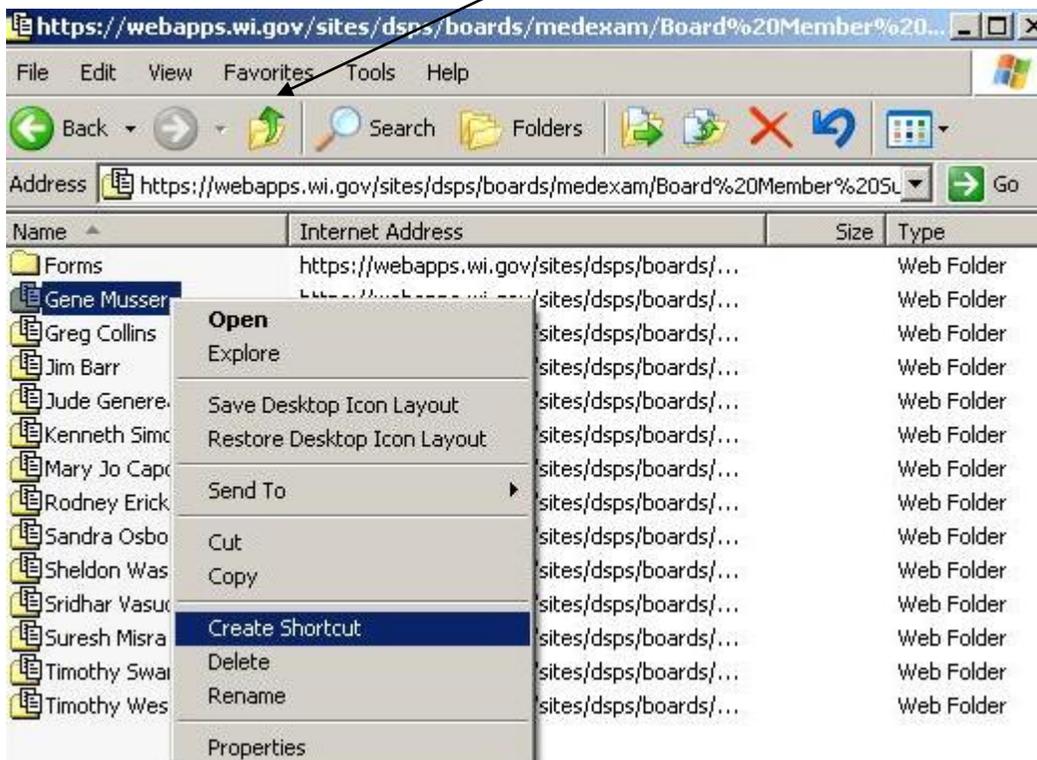
Type comments describing what has changed in this version.

Version Comments:

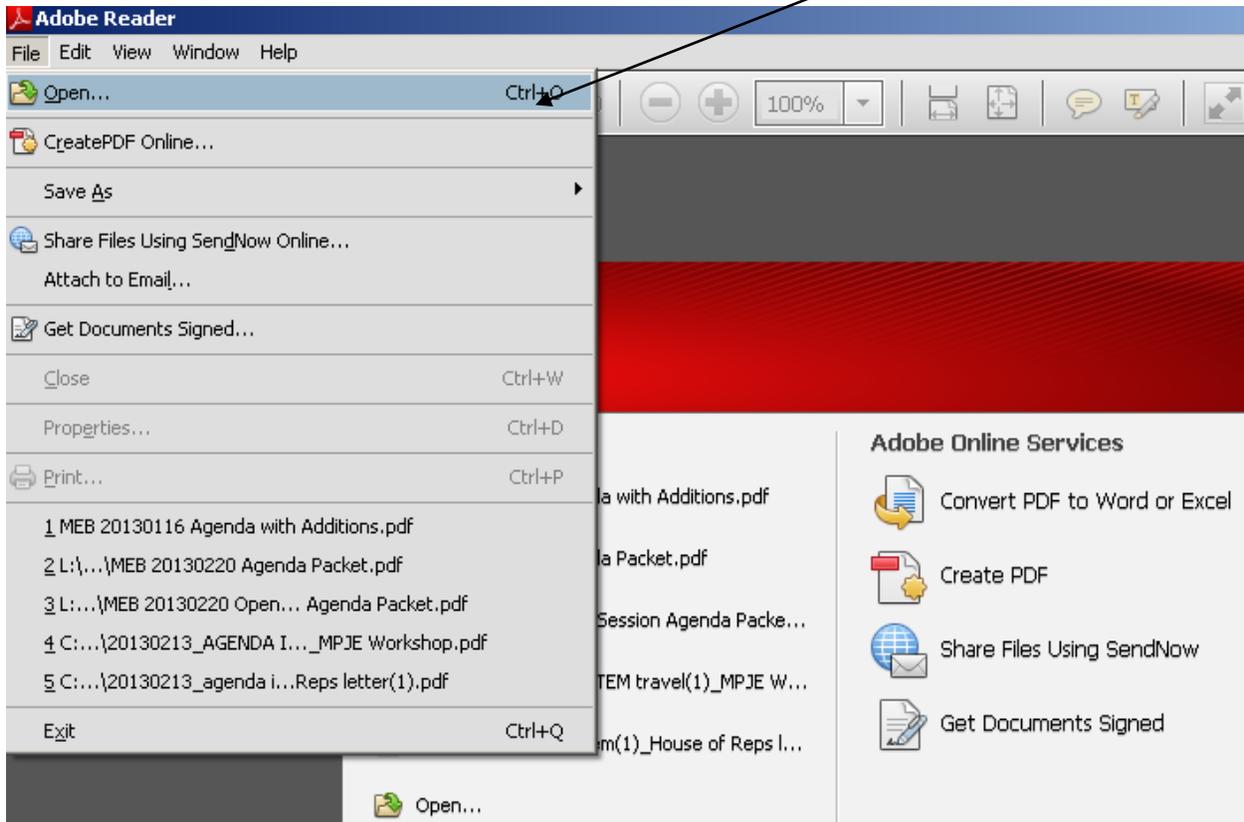
Another useful feature you can get out of SharePoint is the ability to browse the site as an Explorer window. If you go into the Library tab and select Open with Explorer, you can open up a regular Windows Explorer window, through which you can edit files without needing to interface directly with the site.



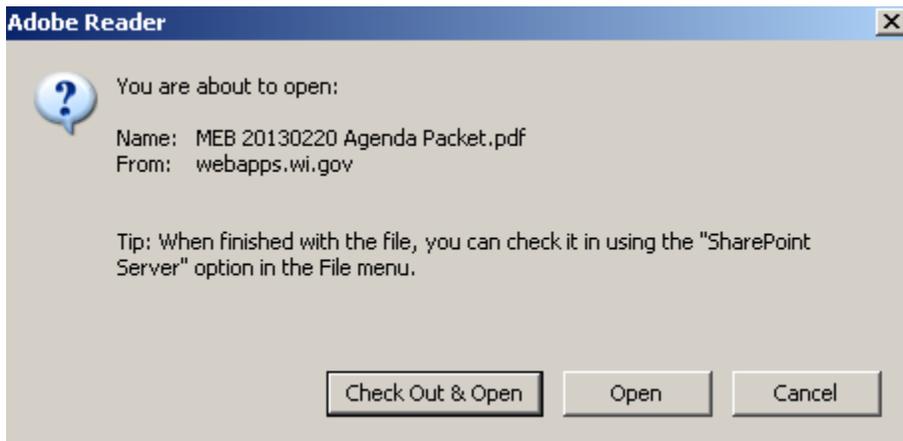
You can take this a step further and create a desktop shortcut to access your Board Member folder, should you so desire. In an open Explorer window, if you click the "Up" button, you can go back to the root folder for the Board Member Submissions, where you can then right click on your folder and create a shortcut (which will be sent to your desktop.) You can do this with other libraries in SharePoint as well, should you so desire.



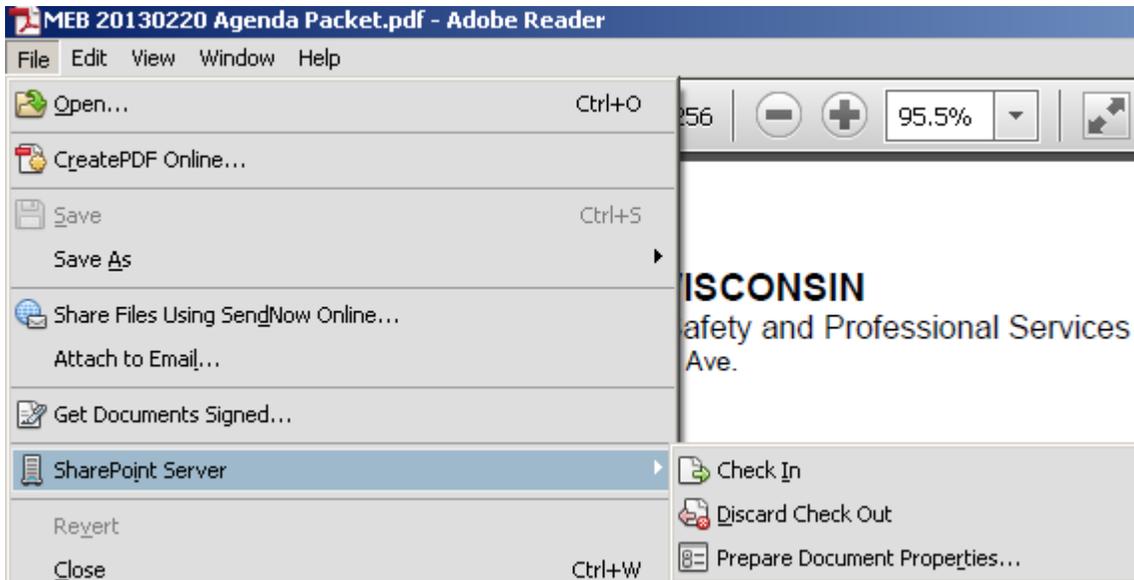
If you create a shortcut to your desktop, you can easily access and edit your agenda. If you open Adobe Reader, and navigate to the shortcut you created on your desktop, you will be able to open your folder. You may be prompted to enter your password again.



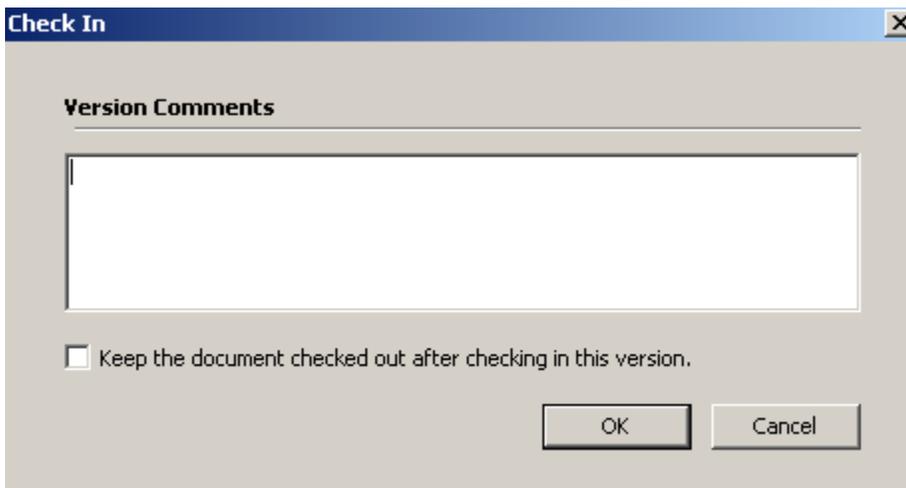
Once you open the file, you will receive a prompt about checking the file out. Through SharePoint, you will need to check out a file in order to make changes to it. Click on Check Out & Open and you will be able to insert whatever comments you desire into the document.



When you have made your comments to your document, you will need to check it back in so your comments will save. If you open the file menu and select SharePoint Server, you will be able to check the agenda packet back in, saving your changes to the document back to the SharePoint site.



When you click on Check In, you will get the following window. You can enter version comments to track what changes you made in this version, should you so desire. Once you hit OK, the file will be saved back on SharePoint. If you check the Keep the document checked out after checking in this version, you will be able to continue making changes to the document after checking it in.



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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>3/13/13</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Professional Counselor Section</b>			
4) Meeting Date:  <b>4/8/13</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Position Statements – discussion and consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>In 2013 the Section will review the Position Statements currently on the DSPS website (PC page) to determine whether they should remain, be revised, or pulled entirely. These statements were transferred over from the old website in November-2012.</b>			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

## Professional Counselor

The following are answers to some frequently asked questions received by the Department of Safety and Professional Services. These questions and answers are general in nature and are provided as a public service. Licensees and applicants with specific questions should refer to the Wisconsin statutes and administrative code provisions which govern their profession. In any instance in which an answer may differ from the provisions of the statutes and administrative code provisions, the latter will govern.

### IS THERE A CODE OF ETHICS FOR LICENSED PROFESSIONAL COUNSELORS?

Yes, like social workers, and marriage and family therapists, professional counselors must comply with the requirements set forth in the Wisconsin Administrative Code MPSW 20.02.

### CAN ANYONE CALL HIM OR HERSELF A COUNSELOR AND PRACTICE COUNSELING IN THE STATE OF WISCONSIN?

Yes, *as long as* the person does not represent himself or herself to the public as a licensed professional counselor or any other words indicating or implying that such a person is licensed by the State of Wisconsin as stipulated in s. 457.04(6), Wis. Stats. Other exceptions to the use of the term "counselor" can be found in s.457.02 Wis. Stats.

### WHAT IS PROFESSIONAL COUNSELING?

Professional counselors work with individuals, families, groups and organizations. Counseling is a collaborative effort between the counselor and client. Professional counselors help clients identify goals and potential solutions to problems which cause emotional turmoil; seek to improve communication and coping skills; strengthen self-esteem; and promote behavior change and optimal mental health. Through counseling you examine the behaviors, thoughts and feelings that are causing difficulties in your life. You learn effective ways to deal with your problems by building upon personal strengths. A professional counselor will encourage your personal growth and development in ways that foster your interest and welfare. A definition for professional counseling can also be found in s. 457.01(6) Wis. Stats.

### WHAT DO ALL THOSE INITIALS BEHIND THE COUNSELOR'S NAMES MEAN?

A: LMFT (Licensed Marriage and Family Therapist)  
LPC (Licensed Professional Counselor)  
LCSW (Licensed Clinical Social Worker)  
CISW (Certified Independent Social Worker)  
CSW (Certified Social Worker)  
CAPSW (Certified Advanced Practice Social Worker)

In addition to licensures through the State of Wisconsin, many therapists also have numerous credentials and membership affiliations, some of which have differing levels of membership based upon experience and evaluation. In order to maintain licenses, professionals must submit CE's (Continuing Education) yearly in specific areas as designated by the different licenses.

### ARE LPC'S REQUIRED TO CARRY MALPRACTICE INSURANCE?

Clinical social workers, MFT's, and professional counselors are required to have professional liability insurance. Exceptions exist for licensees employed in federal, state or local governmental agencies who only work for those agencies. These requirements are outlined in s. 457.24, Stat. and s. MPSW 1.10, Wis. Admin code.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>3/29/13</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Professional Counselor Section</b>			
4) Meeting Date:  <b>4/8/12</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Winona State University letter of inquiry – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>Section discussion as to the letter provided by Mary Fawcett, Professor and Chair, Counselor Education Department, Winona State University</b>			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

From: Fawcett, Mary [mailto:MFawcett@winona.edu]

Sent: Thursday, March 14, 2013 11:37 AM

To: Tomer, Justin - DSPS

Cc: Hittner, Jo A

Subject: Concerns about WI School Counslors ability to obtain Training LPC Licensure

Hello Mr. Justin Tomer,

I am currently the chair of the Counselor Education Department at Winona State University. As you may know, many of our graduates work in your state as professional school and Licensed Professional Counselors. I have recently been notified of the policy of the WI Dept of Safety and Professional Services Dept that a licensed School Counselor can obtain the Training LPC Licensure and practice as an LPC w/out coursework or an internship that prepares them to work with agency mental health and behavioral health clients.

When you allow a school counselor to practice as an LPC in WI, you are reinforcing the practice of a professional outside of their training experiences and competency areas. In particular, your school counselors do not have a course in Orientation to Community Counseling, a course in Diagnosis and Treatment (which most school counselors are not required to take in their graduate training) and a course in community counseling internship where they are supervised and deemed qualified to work in a behavioral health/community/agency setting. We have students who obtain a graduate degree with both school and community counseling focus areas in order to obtain both school and LPC licenses and in each case they need special classes to prepare them for their respective licenses.

I am deeply concerned that you have school counselors that are able to apply for the LPC training license and are not adequately prepared for the work they do in behavioral health settings. I would like to discuss my concern with you at your convenience,

Most sincerely,

Mary Fawcett, Professor and Chair

Counselor Education Department

Winona State University

507-457-5338

mfawcett@winona.edu<mailto:mfawcett@winona.edu>

Quoted Text:

Good Morning Everyone,

I am just sharing this note as I have recent information about LPC licensure in Wisconsin. This may be something that you may want to share with future students. Since I am a graduate coming back to Winona State to gain a separate emphasis in Community Counseling I learned something new from the State of Wisconsin Licensing Bureau. I learned that if you have a "professional degree" in some form of counseling you are eligible for Training LPC Licensure. Though I am grateful I took more coursework beneficial for my licensure in Wisconsin it was not required to have the internship in order to begin my training license since I already had an internship in my first professional licensing program as a school counselor. Truly if a professional school counselor who graduated from Winona State while it was a

CACREP program wanted to switch from being a school counselor to a community counselor all he/she would have to do is apply for the LPC Training License put in the 3000 supervised hours required before receiving Professional LPC Licensure. Other requirements are as follows for LPC: Pass NCE, complete state licensing regulation test.

No matter what program the "Counseling Professional" goes through he/she is always required to put in the 3000 hrs. training license unless he or she has already been working as a credentialed LPC in another state then there are some different things to look at.

Student Name (left off for confidentiality)

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

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3) Name of Board, Committee, Council, Sections:  <b>Professional Counselor Section</b>			
4) Meeting Date:  <b>4/8/13</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>UW-Stout letter of inquiry – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  From UW-Stout: Attached is the letter of request for consideration. DVR has told us that MPSW 1.11 will be applied to Vocational Evaluators to be in compliance with the statutes and this is where it has become a source of concern for us, as our evaluators are not LPC's. They could become eligible, they graduated from our CORE accredited Rehabilitation MS program, but this may not be the intention of MPSW 1.11. Perhaps this begs discussion of a larger question regarding Vocational Evaluation and LPC.			
11) <b>Authorization</b>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

To: Dan Williams  
Executive Director  
Division of Policy Development  
WI Department of Safety & Professional Services  
(608)267-7223  
[dan1.williams@wisconsin.gov](mailto:dan1.williams@wisconsin.gov)

Charles V. Lindsey, Chair  
DSPS Professional Counseling Board

For your consideration: It has recently come to our attention that the Wisconsin Division of Vocational Rehabilitation (DVR) will soon require Vocational Evaluators to comply with MPSW 1.11 which defines the authority, use and requirements for performing Psychometric testing. The definition of Psychometric test includes “a procedure for measuring psychological, behavioral or interpersonal characteristics in which a sample of an examinee’s behavior is obtained and subsequently evaluated and scored using a standardized process” (Chapter MPSW 1, p.3), Authority and Practice regarding LPC. The purpose of this memo is to request that degreed Vocational Rehabilitation professionals who conduct vocational evaluations be exempted from this requirement.

Vocational Evaluators in general, provide evaluation/assessment of vocational or occupational potential of clientele referred by DVR. These evaluators often use standardized tools such as Interest Inventories, Aptitude tests, assessments of Temperament, etc. to assist the client and the Rehabilitation Counselor to better understand vocational/occupational potential. Evaluators commonly provide recommendations for various types of occupations, training needs while on the job, job accommodations, etc. Vocational Evaluators commonly work for Not-For-Profit organizations, small businesses or state or federal agencies, and the imposition of MPSW 1.11 may force many to lose jobs or go out of business.

We are requesting that Vocational Evaluators be exempt from the requirements of MPSW 1.11 because the nature of the work does not include using the Diagnostic Statistical Manual (DSM) for diagnostic or treatment purposes. Vocational Evaluators provide vocationally related services versus the more diagnostic and treatment related evaluations described in MPSW 1.11 and the Professional Counselor Post-Graduate Supervisor Approval Form #2456, Ch. 457, Stats. While Vocational Evaluators use tools that are somewhat similar and use terms that may fit within the definition of MPSW 1.11, the services provided are distinctly different and fit into categories that are truly outside of what I believe to be the intent of MPSW 1.11.

I would be happy to meet with the Board if desired, to help explain our position and what we feel are distinct differences between the diagnostic and treatment orientation of MPSW 1.11 and the vocational service orientation provided by Vocational Evaluators.

Sincerely,

Bob

Bob Peters, PhD., CRC , LPC

Associate Dean

UW-Stout

College of Education, Health and Human Sciences

218 Heritage Hall

715.232.1983

[petersb@uwstout.edu](mailto:petersb@uwstout.edu)

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted: <b>3/20/13</b> Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Professional Counselor Section</b>			
4) Meeting Date:  <b>4/9/13</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Executive Order 61 – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>From the last meeting:</b> <ul style="list-style-type: none"> <li>• <b>MOTION: Leslie Mirkin moved, seconded by Allison Gordon, to examine in response to Executive Order 61 all of MPSW as relevant to the PC Section prior to the April 8<sup>th</sup>, 2013 meeting for purposes of discussion and recommendations at that meeting. Motion carried unanimously.</b></li> <li>•</li> </ul>			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Sharon Henes</b> <b>Paralegal</b>		<b>2) Date When Request Submitted:</b> <i>21 March 2013</i>	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> Professional Counseling Section			
<b>4) Meeting Date:</b>  <b>8 April 2013</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  <b>Drafting amendments to Admin Rule MPSW 10, 11, 12, 14 relating to license education, examination, and supervised practice</b>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  <input type="checkbox"/> Yes by _____ (name)  <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>			
<b>11) Authorization</b>			
<i>Sharon Henes</i>		<i>20 March 2013</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
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## Timeline for Promulgation of MPSW 10, 11, 12, 14

April 8, 2013	Start rule drafting
July 23, 2013	Finalize rule draft
October 21, 2013	Public Hearing

# STATEMENT OF SCOPE

## MARRIAGE & FAMILY THERAPY, PROFESSIONAL COUNSELORS, SOCIAL WORK EXAMINING BOARD

Rule No.: MPSW 10, 11, 12, 14

Relating to: Licensure, education, examination, supervised practice, continuing education

Rule Type: Permanent

**1. Finding/nature of emergency (Emergency Rule only):**

N/A

**2. Detailed description of the objective of the proposed rule:**

The proposed rule would update the licensing requirements for the training certificate, temporary license, and reciprocal licensure to correct statutory/rule inconsistencies, create clarification and to update to current standards. The proposed rule would also address supervised practice to reflect the current practices, including the use of new technologies. In addition, the proposed rule would update the continuing education to reflect current continuing education programs, including technological methods of delivery. The proposed rule would update the academic program equivalent to a doctorate in professional counseling which has not been updated since 1999.

**3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

Currently there is inconsistency between the statute and rule as it relates to temporary license. The proposed rule would bring the rule in line with the statute. The training certificate and reciprocal license rules need clarification and updating.

Currently the supervised practice requirements do not address current practices, including the use of new technologies during supervision.

Updating the continuing education requirements will create clarity and utilize current technological methods of delivery of the continuing education.

The academic program equivalent to a doctorate in professional counseling is not current with education standards in the area of professional counseling. The rule would update the requirements to reflect the minimum education required for a program to be equivalent to a doctoral degree in professional counseling.

The alternative to the proposed changes would be to continue to have statutory/rule inconsistencies, lack of clarity in the rules, continual prohibition regarding the use of current technologies in supervised practice and continuing education and doctoral education standards which are not equivalent to a doctoral degree in professional counseling.

**4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

§ 15.08(5)(b) Each examining board shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

§ 457.03(1) Upon the advice of the social worker section, marriage and family therapist section, and professional counselor section, promulgate rules establishing minimum standards for educational programs that must be

Rev. 12/20/2011

completed for certification or licensure under this chapter and for supervised clinical training that must be completed for licensure as a clinical social worker, marriage and family therapist, or professional counselor under this chapter and approve educational programs and supervised clinical training programs in accordance with those standards.

§ 457.22 Continuing education (1) The examining board may do any of the following: (c) Upon the advice of the professional counselor section, promulgate rules establishing requirements and procedures for professional counselors to complete continuing education programs or courses of study in order to qualify for renewal.

**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

100 hours

**6. List with description of all entities that may be affected by the proposed rule:**

Applicants and licenses

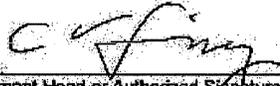
**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None

**8. Anticipated economic impact of implementing the rule:**

Minimal

Contact Person: Sharon Henes, (608) 261-2377

  
\_\_\_\_\_  
Department Head or Authorized Signature

11/8/13  
\_\_\_\_\_  
Date Submitted

## Chapter MPSW 10

### DEFINITIONS FOR PRACTICE OF PROFESSIONAL COUNSELING

#### MPSW 10.01 Definitions.

**Note:** Chapter SFC 10 was created as an emergency rule effective April 26, 1993.

**Note:** Chapter SFC 10 was renumbered ch. MPSW 10 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 10.01 Definitions.** In chs. MPSW 10 to 14:

(1) "Client" means the individual, family, group, business, agency, school, organization, or association for whom the license holder provides professional services for which the license holder is usually and customarily compensated. The term "client" includes the term and concept of "patient."

(1m) "DSM" refers to the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders.

(3m) "Psychotherapy" has the meaning given in s. 457.01 (8m), Stats. Specifically, psychotherapy involves diagnosing DSM conditions and treating persons with DSM diagnoses.

(5) "Regionally accredited college or university" means a college or university which is accredited by any of the following bodies: the New England association of schools and colleges, the

middle states association of colleges and schools, the north central association of colleges and schools, the northwest association of schools and colleges, the southern association of colleges and schools, the western association of schools and colleges. Applicants for licensure shall prove that the college or university at which the applicant completed course work on which the applicant relies for licensure eligibility was regionally accredited at the time the applicant completed the course work.

(6) "Supervision" means the direction of professional counseling practice in face-to-face individual or group sessions lasting an average of at least one hour between the person whose practice is being supervised and the person who is providing the supervision of the practice, during each week that the person seeking licensure practices professional counseling.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; renum. (2) to (6) to be (4) to (8), cr. (2) and (3), Register, January, 1995, No. 469, eff. 2-1-95; CR 02-150: am. (1), (5) and (6), r. (4), (7) and (8), Register October 2002 No. 562, eff. 11-1-02; CR 03-058: cr. (1m) and (3m) Register June 2004 No. 582, eff. 7-1-04; CR 07-048: r. (2) and (3) Register March 2008 No. 627, eff. 4-1-08.

## Chapter MPSW 11

### APPLICATION FOR PROFESSIONAL COUNSELOR LICENSURE

MPSW 11.01 Application for licensure as a professional counselor.  
 MPSW 11.015 Application for a professional counselor training license.  
 MPSW 11.02 Examination required.

MPSW 11.035 Temporary license.  
 MPSW 11.04 Reciprocal license.

**Note:** Chapter SFC 11 was created as an emergency rule effective April 26, 1993.  
**Note:** Chapter SFC 11 was renumbered ch. MPSW 11 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 11.01 Application for licensure as a professional counselor. (1)** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for licensure as a professional counselor shall submit the completed, signed application form and:

(a) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with an approved degree. An applicant who does not have a master's or doctoral degree in professional counseling shall be considered for licensure as a professional counselor upon the professional counselors section's receipt of a complete description of the academic program which the applicant proposes as the equivalent of a master's or doctoral degree in professional counseling. The professional counselors section may request additional information as necessary to complete the evaluation of the applicant's academic program for compliance with s. MPSW 14.01 or 14.02.

(b) Verification that the institution which awarded the degree was a regionally accredited college or university, or accredited by the commission for accreditation of counseling and related educational programs (CACREP), or the council on rehabilitation education (CORE) at the time the applicant graduated from the school, or that a degree awarded by a foreign institution of higher learning has been determined by the National Board for Certified Counselors (NBCC) or by another organization approved by the section to be equivalent to a degree from a program accredited by CACREP. If the applicant's education was not received in English, the applicant must demonstrate proficiency in English by achieving a score of 550 (or 213 on the computer-based exam) or above on the Test Of English as a Foreign Language (TOEFL) or an equivalent score on an equivalent examination.

(c) An affidavit from the applicant that the applicant has, after receiving a master's or doctoral degree, completed the required period of supervised practice under the supervision of a person qualified to supervise the applicant's practice.

(d) Verification of successful completion of the examination required.

(e) Verification of the applicant's credential in all jurisdictions in which the applicant has ever been credentialed.

(f) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of his or her driver's license, or the applicant has such charges pending against him or her, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of the practice under the license.

**(2)** An applicant may submit, but is not required to submit, evidence of certification by a professional organization.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. (1) (intro.), (a), (e) and (f) Register October 2002 No. 562, eff. 11-1-02; CR 03-090: am. (1) (b) Register June 2004 No. 582, eff. 7-1-04; CR 08-088: am. (1) (b) Register June 2009 No. 642, eff. 7-1-09.

**MPSW 11.015 Application for a professional counselor training license. (1)** The professional counselor section shall grant a professional counselor training license to any individual who does all of the following:

(a) Submits a completed, signed application form.

(b) Pays the fee specified in s. 440.05 (6), Stats.

(c) Satisfies the requirements in s. 457.12 (2), Stats.

(d) Submits evidence satisfactory to the professional counselor section of one of the following:

1. The applicant is in a position or has an offer for a position as a professional counselor in a supervised clinical professional counseling practice.

2. The applicant is in a position or has an offer for a position in which the applicant will, in the opinion of the professional counselor section, receive training and supervision equivalent to the training and supervision received in a supervised clinical professional counseling practice.

**(2)** A professional counselor training license is valid for 48 months and may be renewed at the discretion of the professional counselor section.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 01-027: m. to be (1), cr. (2), Register December 2001 No. 552, eff. 1-1-02; CR 07-048: r. and recr. Register March 2008 No. 627, eff. 4-1-08.

**MPSW 11.02 Examination required.** An applicant for licensure as a professional counselor shall take and pass the Wisconsin statutes and rules examination, and one of the following: the National Counselor Examination, the National Counselor Mental Health Certification Examination, the Certified Rehabilitation Counselor examination, or another examination approved by the section. Both parts of the examination may be taken prior to the completion of the required period of supervised practice.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02; CR 06-054: am. Register December 2006 No. 612, eff. 1-1-07.

**MPSW 11.035 Temporary license.** The professional counselor section may issue a temporary license permitting an individual who pays the fee under s. 440.05 (6), Stats., and who meets all the qualifications for the license except for passing the required examination to use the title "professional counselor" and to practice professional counseling. The temporary license expires 9 months after its issuance or upon notification of failure of passing the required examination under s. 457.12 (4), Stats., whichever occurs earlier. The temporary license may not be renewed.

**History:** Cr. Register, October, 1998, No. 514, eff. 11-1-98; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02.

**MPSW 11.04 Reciprocal license.** The professional counselor section shall grant a license as a professional counselor under s. 457.12, Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

**(1)** The applicant has a current credential as a professional counselor or the substantial equivalent in good standing in another state or territory of the United States.

(2) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a license under s. 457.12, Stats.

(3) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(4) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of his or her driver's license, or the applicant has such charges

pending against him or her, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under a professional counselor license.

(5) The applicant passes an examination approved by the professional counselor section that tests knowledge of state law relating to professional counseling.

**History:** Cr. Register, November, 1994, No. 467, eff. 12-1-94; CR 02-105: am. (intro.), (2) and (4), cr. (5), Register October 2002 No. 562, eff. 11-1-02.

## Chapter MPSW 11

### APPLICATION FOR PROFESSIONAL COUNSELOR LICENSURE

MPSW 11.01 Application for licensure as a professional counselor.  
 MPSW 11.015 Application for a professional counselor training license.  
 MPSW 11.02 Examination required.

MPSW 11.035 Temporary license.  
 MPSW 11.04 Reciprocal license.

**Note:** Chapter SFC 11 was created as an emergency rule effective April 26, 1993.  
**Note:** Chapter SFC 11 was renumbered ch. MPSW 11 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 11.01 Application for licensure as a professional counselor. (1)** In addition to paying the fee under s. 440.05 (1), Stats., an applicant for licensure as a professional counselor shall submit the completed, signed application form and:

(a) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with an approved degree. An applicant who does not have a master's or doctoral degree in professional counseling shall be considered for licensure as a professional counselor upon the professional counselors section's receipt of a complete description of the academic program which the applicant proposes as the equivalent of a master's or doctoral degree in professional counseling. The professional counselors section may request additional information as necessary to complete the evaluation of the applicant's academic program for compliance with s. MPSW 14.01 or 14.02.

(b) Verification that the institution which awarded the degree was a regionally accredited college or university, or accredited by the commission for accreditation of counseling and related educational programs (CACREP), or the council on rehabilitation education (CORE) at the time the applicant graduated from the school, or that a degree awarded by a foreign institution of higher learning has been determined by the National Board for Certified Counselors (NBCC) or by another organization approved by the section to be equivalent to a degree from a program accredited by CACREP. If the applicant's education was not received in English, the applicant must demonstrate proficiency in English by achieving a score of 550 (or 213 on the computer-based exam) or above on the Test Of English as a Foreign Language (TOEFL) or an equivalent score on an equivalent examination.

(c) An affidavit from the applicant that the applicant has, after receiving a master's or doctoral degree, completed the required period of supervised practice under the supervision of a person qualified to supervise the applicant's practice.

(d) Verification of successful completion of the examination required.

(e) Verification of the applicant's credential in all jurisdictions in which the applicant has ever been credentialed.

(f) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of his or her driver's license, or the applicant has such charges pending against him or her, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of the practice under the license.

**(2)** An applicant may submit, but is not required to submit, evidence of certification by a professional organization.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. (1) (intro.), (a), (e) and (f) Register October 2002 No. 562, eff. 11-1-02; CR 03-090: am. (1) (b) Register June 2004 No. 582, eff. 7-1-04; CR 08-088: am. (1) (b) Register June 2009 No. 642, eff. 7-1-09.

**MPSW 11.015 Application for a professional counselor training license. (1)** The professional counselor section shall grant a professional counselor training license to any individual who does all of the following:

(a) Submits a completed, signed application form.

(b) Pays the fee specified in s. 440.05 (6), Stats.

(c) Satisfies the requirements in s. 457.12 (2), Stats.

(d) Submits evidence satisfactory to the professional counselor section of one of the following:

1. The applicant is in a position or has an offer for a position as a professional counselor in a supervised clinical professional counseling practice.

2. The applicant is in a position or has an offer for a position in which the applicant will, in the opinion of the professional counselor section, receive training and supervision equivalent to the training and supervision received in a supervised clinical professional counseling practice.

**(2)** A professional counselor training license is valid for 48 months and may be renewed at the discretion of the professional counselor section.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 01-027: m. to be (1), cr. (2), Register December 2001 No. 552, eff. 1-1-02; CR 07-048: r. and recr. Register March 2008 No. 627, eff. 4-1-08.

**MPSW 11.02 Examination required.** An applicant for licensure as a professional counselor shall take and pass the Wisconsin statutes and rules examination, and one of the following: the National Counselor Examination, the National Counselor Mental Health Certification Examination, the Certified Rehabilitation Counselor examination, or another examination approved by the section. Both parts of the examination may be taken prior to the completion of the required period of supervised practice.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02; CR 06-054: am. Register December 2006 No. 612, eff. 1-1-07.

**MPSW 11.035 Temporary license.** The professional counselor section may issue a temporary license permitting an individual who pays the fee under s. 440.05 (6), Stats., and who meets all the qualifications for the license except for passing the required examination to use the title "professional counselor" and to practice professional counseling. The temporary license expires 9 months after its issuance or upon notification of failure of passing the required examination under s. 457.12 (4), Stats., whichever occurs earlier. The temporary license may not be renewed.

**History:** Cr. Register, October, 1998, No. 514, eff. 11-1-98; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02.

**MPSW 11.04 Reciprocal license.** The professional counselor section shall grant a license as a professional counselor under s. 457.12, Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

**(1)** The applicant has a current credential as a professional counselor or the substantial equivalent in good standing in another state or territory of the United States.

(2) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a license under s. 457.12, Stats.

(3) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(4) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of his or her driver's license, or the applicant has such charges

pending against him or her, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under a professional counselor license.

(5) The applicant passes an examination approved by the professional counselor section that tests knowledge of state law relating to professional counseling.

**History:** Cr. Register, November, 1994, No. 467, eff. 12-1-94; CR 02-105: am. (intro.), (2) and (4), cr. (5), Register October 2002 No. 562, eff. 11-1-02.

## Chapter MPSW 12

### PROFESSIONAL COUNSELOR SUPERVISED PRACTICE

MPSW 12.01 Supervised practice requirement.  
MPSW 12.02 Qualifications of practice supervisor.

MPSW 12.03 Pre-licensure supervised practice outcome requirement.  
MPSW 12.04 Limitations on group supervision.

Note: Chapter SFC 12 was created as an emergency rule effective April 26, 1993.

Note: Chapter SFC 12 was renumbered ch. MPSW 12 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

#### MPSW 12.01 Supervised practice requirement.

(1) Except as provided in sub. (4), an applicant for licensure as a professional counselor under s. 457.12, Stats., shall complete a period of supervised practice while holding a training license before being eligible for licensure. Supervision of the practice of professional counseling undertaken to meet the pre-licensure requirement may be exercised by a person other than an employment supervisor. The supervisor may exercise discretion as to the frequency, duration, and intensity of the supervision sessions to meet an average of one hour of supervision per week during the supervised practice period.

(2) An applicant who has received a master's degree shall complete at least 3,000 hours of professional counseling practice in no less than 2 years, including at least 1,000 hours of face-to-face client contact, under the supervision of a person specified in s. MPSW 12.02 (2) before the applicant is eligible for a license as a professional counselor.

(3) An applicant who has received a doctoral degree shall complete, either during or after completion of the doctoral degree program, at least 1,000 hours of professional counseling practice, under the supervision of a person specified in s. MPSW 12.02 (2) before the applicant is eligible for a license as a professional counselor.

(4) An applicant who has received a master's degree in professional counseling or its equivalent and has completed any portion of his or her 3,000 hours of supervised professional counseling practice in another state shall be given credit for those hours provided they included at least 1,000 hours of face-to-face client contact, or a proportionate number thereof, and are completed under the supervision of a supervisor acceptable to the professional counselor section.

(5) An applicant who has received a doctoral degree in professional counseling or its equivalent and has completed any portion of his or her 1,000 hours of supervised professional counseling practice in another state shall be given credit for those hours provided they are completed under the supervision of a supervisor acceptable to the professional counselor section.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93, am. (1) (intro.), Register, November, 1994, No. 467, eff. 12-1-94; CR 02-105: r. and recr. Register October 2002 No. 562, eff. 11-1-02; CR 08-088: renum. (intro.), (1) and (2) to be (1), (2) and (3) and am. (1), cr. (4) and (5) Register June 2009 No. 642, eff. 7-1-09.

#### MPSW 12.02 Qualifications of practice supervisor.

(1) A person who supervises the practice of professional counseling shall have adequate training, knowledge and skill to competently render any professional counseling service that a supervisee undertakes. The supervisor may not permit a supervisee to engage in any professional counseling practice that the supervisor cannot competently perform. All supervisors shall be legally and ethically responsible for the supervised activities of the professional counselor supervisee. Supervisors shall be available or make appropriate provision for emergency consultation and intervention. Supervisors shall be able to interrupt or stop the supervisee

from practicing in given cases, or recommend to the supervisee's employer that the employer interrupt or stop the supervisee from practicing in given cases, and to terminate the supervised relationship if necessary.

(2) Supervision of a period of supervised practice of professional counseling may be exercised by any of the following:

(a) An individual licensed as a professional counselor who has received a doctorate degree in professional counseling.

(b) An individual licensed as a professional counselor who has engaged in the equivalent of 5 years of full-time professional counseling.

(c) A psychiatrist or a psychologist licensed under ch. 455, Stats.

(d) A person employed by the division of vocational rehabilitation as a civil service vocational rehabilitation supervisor, level 3, who is licensed as a professional counselor or who has engaged in the equivalent of 5 years of full-time professional counseling.

(e) An individual, other than an individual specified in pars. (a) to (d), who is approved in advance by the professional counselor section.

(3) It is the applicant's responsibility to satisfy the professional counselors section that the applicant's supervisor met all qualifications.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 01-026: am. (2), r. (2) (b) and (d), Register December 2001 No. 552, eff. 1-1-02; CR 02-105: r. and recr. (2) Register October 2002 No. 562, eff. 11-1-02.

#### MPSW 12.03 Pre-licensure supervised practice outcome requirement.

As a condition of successful completion of a period of supervised practice, the candidate for licensure shall demonstrate competence to his or her practice supervisor in each of the following areas: counseling principles and techniques; case management; client assessment; ethics; and professional and community interaction. The candidate for certification shall also demonstrate competence to his or her practice supervisor in at least 3 of the following 7 areas: coordination and supervision of services; individual and group and family, or individual and group or family counseling techniques; assessment planning, administration and interpretation; service delivery systems and referral; counseling plan development; legal testimony; and consultation.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02.

#### MPSW 12.04 Limitations on group supervision.

(1) If supervision is provided in group sessions, the group shall consist of no more than 6 persons receiving supervision for every one person providing supervision.

(2) If supervision is provided in group sessions, each person receiving supervision as part of the group session receives one hour credit for each hour that the group meets for supervision, but may not credit any time which is primarily social activity with the group or supervisor as part of a supervision session.

(3) A supervision session for a group or individual which is provided by more than one supervisor may not be credited for more than the actual time elapsed during the supervision session, not including social activities.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

## Chapter MPSW 14

### CONTINUING EDUCATION FOR PROFESSIONAL COUNSELORS AND EQUIVALENCY OF PROFESSIONAL COUNSELOR ACADEMIC PROGRAMS

MPSW 14.01 Academic program equivalent to a master's degree in professional counseling.

MPSW 14.02 Academic program equivalent to a doctorate in professional counseling.

MPSW 14.03 Continuing education requirements for license renewal.

MPSW 14.04 Approved continuing education programs.

Note: Chapter SFC 14 was created as an emergency rule effective April 26, 1993.

Note: Chapter SFC 14 was renumbered ch. MPSW 14 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 14.01 Academic program equivalent to a master's degree in professional counseling.** An academic program is the equivalent of a master's degree in professional counseling from an approved institution if the completed program meets the following criteria:

(1) The course work was completed at an institution which was accredited by its regional accrediting association at the time the applicant graduated from the program, and was part of a program of studies leading to a master's degree or doctoral degree in a field closely related to professional counseling.

(2) The course work included successful completion of at least 3 semester hours or 4 quarter hours academic credit in a supervised counseling practicum; at least 3 semester hours or 4 quarter hours academic credit in a single counseling theory course; and at least 3 semester hours or 4 quarter hours academic credit in at least 6 of the following 8 topic areas; and the course work included a total of at least 42 semester hours or 63 quarter hours of academic credit in counseling related courses distributed among at least 6 of the following 8 topic areas:

(a) Human growth and development — studies that provide a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal human behavior, personality theory, and learning theory within appropriate cultural contexts.

(b) Social and cultural foundations — studies that provide a broad understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, and differing lifestyles.

(c) The helping relationship — studies that provide a broad understanding of philosophic bases of helping processes, counseling theories and their applications, basic and advanced helping skills, consultation theories and their applications, client and helper self-understanding and self-development, and facilitation of client or consultee changes.

(d) Group dynamics processing and counseling — studies that provide a broad understanding of group development, dynamics, and counseling theories, group leadership styles, basic and advanced group counseling methods and skills, and other group approaches.

(e) Lifestyle and career development — studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision making; career development program planning and resources; and effectiveness evaluation.

(f) Appraisal of individuals — studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability, psychometric statis-

tics, factors influencing appraisals, and use of appraisals results in helping processes.

(g) Research and evaluation — studies that provide a broad understanding of types of research, basic statistics, research report development, research implementation, program evaluation, needs assessment, publication of research information, and ethical and legal considerations.

(h) Professional counseling orientation — studies that provide a broad understanding of professional roles and functions, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, and professional credentialing.

(3) For purposes of this section, one academic quarter credit is equivalent to two-thirds of one academic semester credit.

(4) To reach course equivalency, an applicant may take up to 12 credit hours of courses, which may include a supervised counseling practicum, outside of his or her master's program.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; am. (2) (intro.), Register, October, 1998, No. 514, eff. 11-1-98; am. (2) (intro.), Register, November, 1999, No. 527, eff. 12-1-99; CR 01-026: cr. (4), Register December 2001 No. 552, eff. 1-1-02; CR 08-088: am. (2) (intro.) Register June 2009 No. 642, eff. 7-1-09.

**MPSW 14.02 Academic program equivalent to a doctorate in professional counseling.** An academic program is the equivalent of a doctoral degree in professional counseling from an approved institution if the completed program meets the following criteria:

(1) The course work was completed at an institution which was accredited by its regional accrediting association at the time the applicant graduated from the program, and was part of a program of studies leading to a doctoral degree in a field closely related to professional counseling.

(2) The course work included successful completion of at least 3 semester hours or 4 quarter hours academic credit in a supervised counseling practicum; at least 3 semester hours or 4 quarter hours academic credit in a counseling theory course; and at least one course of at least 3 semester hours or 4 quarter hours academic credit in each of the 8 topic areas defined in s. MPSW 14.01 (2); and the course work included at least 48 semester hours or 72 quarter hours of academic credit distributed among those 8 counseling related topic areas.

(3) For purposes of this section, one academic quarter credit is equivalent to two-thirds of one academic semester credit.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; am. (2), Register, October, 1998, No. 514, eff. 11-1-98; am. (2), Register, November, 1999, No. 527, eff. 12-1-99.

**MPSW 14.03 Continuing education requirements for license renewal.** (1) Unless granted a postponement or waiver of the continuing education requirement, every licensed professional counselor is required to complete at least 30 continuing education credit hours in approved continuing education programs during each 2 year licensure period. This requirement will apply for the first time to the 2 year period beginning July 1, 2003.

(2) Unless granted a postponement or waiver of the continuing education requirement, a licensee who fails to meet continuing education requirements by the renewal deadline must discontinue the use of the title "professional counselor" and must cease the practice of professional counseling until he or she completes the continuing education requirement.

(3) During the time between initial licensure and commencement of a full 2 year certification period, a new license holder is not required to meet continuing education requirements for the first renewal of his or her license.

(4) Applicants for licensure by reciprocity shall submit proof of completion of at least 30 continuing education hours substantially meeting the requirements of this chapter within the 2 year period prior to application.

(4m) Licensees shall have a minimum of 15 credits in approved continuing education programs and other educational activities as recognized under s. MPSW 14.04 (1) to (5). Four of the 15 credits shall be in the subject area of professional counseling ethics and boundaries.

(5) Continuing education hours may apply only to the 2 year license period in which the credit hours are acquired, unless either of the following applies:

(a) Continuing education hours required as a consequence of a disciplinary proceeding may not be counted towards the fulfillment of generally applicable continuing education requirements.

(b) If the licensee fails to meet the continuing education require the renewal date to satisfy the requirement of the preceding period will not apply to the period in which they are earned.

(c) In this chapter "continuing education hour" or "CEH" means a period of continuing education consisting of not less than 50 minutes.

(6) To obtain credit for completion of continuing education programs, a professional counselor shall certify on his or her application for renewal of license that he or she has completed all continuing education credits as required in this section for the previous 2 year license period. A licensee shall retain for a minimum period of 4 years, and shall make available to the board or its agent upon request, certificates of attendance issued by the program sponsor for all continuing education programs for which he or she claims credit for purposes of renewal of his or her license.

(7) A licensee may apply to the section for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness, disability, or other grounds constituting extreme hardship. The section shall consider each application individually on its merits, and the section may grant a postponement, partial waiver or total waiver as deemed appropriate in the circumstances.

(8) The section may grant an exemption from the requirements of this chapter to a licensee who certifies to the section that he or she has permanently retired and no longer uses the title "professional counselor" and no longer practices professional counseling. A licensee who has been granted an exemption from the requirements of this chapter based on retirement may not return to the active practice of professional counseling or use the title "professional counselor" without submitting evidence satisfactory to the section that he or she completed at least 30 continuing education hours for each of the biennia during which the licensee was granted an exemption.

(9) The section may conduct audits or investigations, including random audits, to determine compliance by licensees with this chapter.

**History:** CR 02-105: cr. Register October 2002 No. 562, eff. 11-1-02; CR 05-119: cr. (4m) and (5) (c) Register September 2006 No. 609, eff. 10-1-06.

**MPSW 14.04 Approved continuing education programs.** The following continuing education programs and other educational activities are approved as continuing education programs under this chapter:

(1) Any continuing education program approved, sponsored or provided by the national rehabilitation counselor association (NRCA), the American rehabilitation counselor association (ARCA), or the Wisconsin rehabilitation counselor association (WRCA).

(2) Any continuing education program sponsored by the national board for certified counselors (NBCC) or by a provider approved by NBCC.

(3) Any continuing education program approved, sponsored or provided by the American counselor association (ACA) or the Wisconsin counselor association (WCA).

(4) Any continuing education program approved by the commission on rehabilitation counselor certification (CBCC).

(5) Any continuing education program offered by a college or university accredited by the commission for accreditation of counseling and related educational programs (CACREP).

(6) Any continuing education program approved, sponsored or co-sponsored by a presenter approved by the Committee for the Approval of Continuing Education Sponsors of the American Psychological Association.

(7) Any educational programs recognized as approved at the time of attendance as "Category I" continuing medical education programs by the Council on Medical Education of the American Medical Association or the American Osteopathic Association.

(8) Any educational programs recognized under s. MPSW 8.03 (1m) or 19.02.

(9) If approved or recognized by one of the entities in subs. (1) to (8), credit shall also be granted for the following:

(a) Formal presentations of relevant professional material at seminars, workshops, programs or institutes, which may include formal presentation and directed discussion of videotaped material: 2 CEHs per hour of continuing education for presenters, but no additional CEHs will be granted for subsequent presentations of the same material.

(b) University, college or vocational technical adult education courses, which may include formal presentation and directed discussion of videotaped instruction: 20 CEHs per semester hour or 13.2 CEHs per quarter hour for instructors, but no additional CEHs will be granted for subsequent presentations of the same material.

(c) Educational sessions at state and national conferences: 2 CEHs per hour of continuing education for presenters, but no additional CEHs will be granted for subsequent presentations of the same material.

(d) Educational telephone network (ETN) courses: 2 CEHs per hour of continuing education for presenters, but no additional CEHs will be granted for subsequent presentations of the same material.

(e) Interactive internet courses: 2 CEHs per hour of continuing education for instructors, but no additional CEHs will be granted for subsequent presentations of the same material.

(f) Authorship of a published textbook or professional resource book: 20 CEHs.

(g) Authorship of a published chapter in a textbook or professional resource book, or a professional journal article: 8 CEHs.

(h) Development of alternative media, computer software, videotapes, or audiotapes: 8 CEHs.

**History:** CR 02-105: cr. Register October 2002 No. 562, eff. 11-1-02; CR 05-119: cr. (6) to (9) Register September 2006 No. 609, eff. 10-1-06.