

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

SUBSTANCE ABUSE COUNSELORS AND CLINICAL SUBSTANCE ABUSE COUNSELORS

EDUCATION & TRAINING

PLEASE TYPE OR PRINT IN INK, MAKE ADDITIONAL COPIES OF THIS FORM AS NEEDED.

To qualify for a substance abuse counselor or a clinical substance abuse counselor credential an applicant must provide evidence that he or she has received 360 hours of qualified education through one of the three routes listed below. Please check the box that describes the education that you received.

- 1. You completed a comprehensive program approved by the Department for 360 hours.
- 2. You graduated from a degree program approved by the Department and had an emphasis or concentration in substance use disorders and counseling.
- 3. You held a certificate from the Wisconsin Certification Board and obtained 100 or more hours of approved education prior to March 1, 2007, and you completed the 360 required hours from sources other than a comprehensive program.

If you checked box number 1 or 2 you must have the school you attended send a copy of your transcript. Once the transcript is received by the Department the education portion of your application is complete.

If you checked box number 3 please read the instructions on page 2 to complete this application.

Last Name (please print)

First Name (please print)

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INSTRUCTIONS FOR REPORTING 360 HOURS OF EDUCATION:

1. Use a separate page to report education hours for each of the domains and for electives. Review the chart below to see how many credit hours you need in each of the domains and for electives.
2. **Read the definition of a domain before filling out the page and consider whether a course specifically addressed the domain before listing it.**
3. For each course listed include a course description and proof of attendance and completion.
4. You may not count any credit hour more than one time.
5. Your supervisor must sign the affidavit below.

Hour Requirements

Substance abuse counselor and clinical substance abuse counselor core curriculum.

CONTENT AREA	HOURS
Substance Abuse Assessment	60
Substance Abuse Counseling	60
Substance Abuse Case Management	60
Substance Abuse Education	60
Substance Abuse Professional Responsibility	60
Electives within the performance domains listed above	60
Total	360

AFFIDAVIT FOR VERIFICATION OF EDUCATION HOURS

I, _____ (please print) have reviewed the course content and hours of the courses submitted by _____ in fulfillment of the 360 education hours required for a substance abuse counselor or clinical substance abuse counselor credential. s. RL 166.03

I understand that as _____'s supervisor I am responsible for insuring that he/she is properly trained. I have reviewed _____'s education and I aver that his/her reported education hours fulfill the legal requirements for a substance abuse counselor or clinical substance abuse counselor credential.

Supervisor's Signature and Date

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ASSESSMENT -- 60 HOURS REQUIRED

“Assessment” means education on the comprehensive process of collecting pertinent data about patient or patient systems and their environment and appraising the data as a basis for making decisions regarding substance use disorder diagnosis and treatment or referral. The education shall consist of culturally inclusive studies in understanding addiction, psychopharmacology, recognition and differentiation of co-occurring medical and psychological disorders, clinical evaluation and treatment planning.

Include a course description and proof of attendance and completion for each course listed.

**For Office
Use Only**

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours	Approved	Denied
TOTAL						

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SUBSTANCE USE DISORDER COUNSELING -- 60 HOURS REQUIRED

“Counseling” means education which includes the study of *fundamental theories, principles and techniques of substance use disorder counseling* to facilitate the progress of diverse patients toward mutually determined treatment goals and objectives using culturally sensitive modalities. *Counseling education shall include studies of understanding addiction, recognized treatment theory and practice, the recovery process, effective strategies for meeting the counseling needs of diverse patients, crisis management skills, and treatment of co-occurring medical and psychological disorders.*

Include a course description and proof of attendance and completion for each course listed.

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CASE MANAGEMENT -- 60 HOURS REQUIRED

“Case Management” means education on culturally appropriate administrative, clinical, and evaluative activities included in the process of coordinating and prioritizing patient treatment goals and working with the patient and significant others, as well as other services, agencies and resources to achieve those treatment goals. The education shall include studies in implementing treatment plans including continuing assessment, the referral process, service coordination, including for co-occurring medical and psychological disorders, record management and documentation and utilizing the written client record to guide and monitor services to reach measurable goals and objectives.

Include a course description and proof of attendance and completion for each course listed.

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TOTAL						

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EDUCATION -- 60 HOURS REQUIRED

“Education” means the process of providing patients, groups, families, couples, significant others, and communities with information on risks related to substance use, the processes of dependence including signs, symptoms and behavior patterns, and available resources for prevention, treatment, and recovery in culturally relevant ways. *The education shall include studies in understanding addiction, the classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the human body* and patient, learning styles and teaching methods, delivery of educational programs, health and behavior problems related to substance use including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted infections, and other infectious diseases, and basic life skills such as stress management, communication, and assertiveness.

Include a course description and proof of attendance and completion for each course listed.

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					Approved	Denied
				TOTAL		

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PROFESSIONAL RESPONSIBILITY -- 60 HOURS REQUIRED

“Professional responsibility” means education which addresses standards of conduct or professional behavior expectations for counselors, supervisors and prevention workers. Professional behavior areas to be studied shall include, at a minimum, legal issues specific to substance use disorder professional practice, patient welfare as a primary concern, responsibility for professional competence and professional development, participation in ongoing supervision and consultation, counselor values and self-care, relationships with other professionals and institutions and the establishment of limits and boundaries in the patient relationship. This education shall also address the impact of specific cultural, ethnic and racial influences and expectations.

Include a course description and proof of attendance and completion for each course listed.

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TOTAL						

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ELECTIVES WITHIN THE PERFORMANCE DOMAINS -- 60 HOURS REQUIRED

Electives are approved substance abuse disorder treatment related hours that you took within the performance domains that are in addition above and beyond the 60 hours of assessment training, case management, substance use disorder counseling, education and professional responsibility required for each performance domain.

Include a course description and proof of attendance and completion for each course listed.

**For Office
Use Only**

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TOTAL						