

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR SUBSTANCE ABUSE COUNSELORS

“Substance abuse counselor-in-training” means an individual who holds a substance abuse counselor-in-training certificate granted by the department.

“Substance abuse counselor” means an individual who holds a substance abuse counselor certificate granted by the department.

“Clinical substance abuse counselor” means an individual who holds a clinical substance abuse counselor certificate granted by the department. The certificate of “clinical substance abuse counselor” is granted to those counselors who have attained the highest training and education standards consistent with the International Certification Reciprocity Consortium reciprocity standards.

EDUCATION REQUIREMENT: Must be completed before applying for a credential

Substance Abuse Counselor-in-Training: (Must complete 100 hours of specialized education in the content areas below). *This credential may only be renewed 2 times.*

1) The following content areas and related hours for entry training for substance abuse counselor-in-training students are required.

RL 166.02 Substance abuse counselor-in-training core curriculum.

CONTENT AREA	HOURS
Substance Abuse Assessment	15
Substance Abuse Counseling	15
Substance Abuse Case Management	10
Substance Abuse Education	15
Substance Abuse Professional Responsibility	20
Electives within the performance domains listed above	25
Total	100

(2) The training hours shall be in seminars, courses or other presentations that meet the criteria for pre-certification education programs for substance abuse counselors or continuing education programs.

(3) All of the content areas shall be infused with information and application to practice that is responsive to the characteristics of individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

Substance Abuse Counselor: Must attend and complete 360 hours of specialized education in substance use disorder counseling within a comprehensive program covering the content areas listed below or in a degree program approved by the department in a field with an addiction emphasis or concentration. An applicant who previously held a certificate from the Wisconsin Certification Board and can provide documentation of accumulation of 100 or more hours of approved specialized education as of March 1, 2007, can submit proof of completion of the balance of the 360 hours from sources other than a comprehensive program.

(1) The following content areas and related hours are required.

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

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(2) The training shall be in a comprehensive program or degree program approved by the department, except for these having an accumulation of 100 or more hours as of March 1, 2007. See above for approved training.

(3) All of the content areas shall be infused with information and application to practice that is responsive to the characteristics of individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

Clinical Substance Abuse Counselor: Must have graduated from an accredited school with an associate's, bachelor's, master's or a doctoral degree in a field of behavioral science and attend and complete 360 hours of specialized education in substance use disorder counseling within a comprehensive program or written degree program as described above. An applicant who previously held a certificate from the Wisconsin certification board and can provide documentation of accumulation of 100 or more hours of approved specialized education as of March 1, 2007, can submit proof of completion of the balance of the 360 hours from sources other than a comprehensive program.

SUPERVISED EXPERIENCE REQUIREMENT:

Substance Abuse Counselor In Training

Must provide employment verification form from a qualified supervisor. **After June 1, 2008 a credential holder acquiring supervised experience as a substance abuse counselor-in-training may not practice under the supervision of an individual holding a certificate as a clinical supervisor-in-training.**

Substance Abuse Counselor

Verification of completion of 4,000 hours of work experience performing the 8 practice dimensions (clinical evaluation, treatment planning, referral, service coordination, counseling, patient family and community education, documentation, professional and ethical responsibilities) supervised as described in form #2749, within 5 years immediately preceding the date of application. **Experience in excess of 40 hours per week or 2,000 hours per year will not be accepted.**

The 4,000 hours shall include all of the following:

- Two thousand hours in performing the 8 practice dimensions with patients who have a primary substance use disorder diagnosis.
- One thousand hours in substance use disorder counseling with at least 500 hours in a one-on-one individual modality setting.
- A minimum of 200 hours of counseling during the 12 month period immediate preceding the date of application, of which 100 hours shall have been completed using an individual modality setting.

Educational equivalencies – substance abuse counselor. Successful completion of education resulting in a degree in a behavior science field with an addiction emphasis or concentration from an accredited program shall be used to satisfy, in part, the experience requirement. The possession of the following degrees shall be exchanged for experience at the following rate:

- An associate degree will equal 500 hours of supervised experience.
- A bachelor degree will equal 1,000 hours of supervised experience.
- A master or doctoral degree will equal 2,000 hours of supervised experience.

Clinical Substance Abuse counselor

Verification of completion of 7,000 hours of patient counseling experience performing the 8 practice dimensions as a substance abuse counselor, supervised as described in form #2749, within 5 years immediately preceding the date of application. The 7,000 hours shall include 2,000 hours in direct, face-to-face substance abuse patient counseling. **Experience in excess of 40 hours per week or 2,000 hours per year will not be accepted.**

Educational equivalencies – clinical substance abuse counselor. Successful completion of education resulting in a degree approved by the department in a field with an addiction emphasis or concentration from a clinical program approved by the department in a field that may be used to satisfy, in part, the experience requirement.

The possession of the following degrees shall be exchanged for experience at the following rate:

- An associate degree will equal 1,000 hours of supervised experience.
- A bachelor degree will equal 2,000 hours of supervised experience.
- A master or doctoral degree will equal 4,000 hours of supervised experience.

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THE FOLLOWING ITEMS ARE REQUIRED UNLESS OTHERWISE NOTED:

Substance Abuse Counselor-in-Training

- A. Fee(s) attached to this application (Form #2743)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
- D. Social Security Form (Page 5 of 5 Form #2743)
- E. Employment Verification (Form #2770)
- F. Education & Training (Form #2751) with proof of attendance and completion
- G. Conviction and Pending Charges (Form #2252) (if applies)

Substance Abuse Counselor

- A. Fee(s) attached to this application (Form #2743)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
- D. Social Security Form (Page 5 of 5 Form #2743)
- E. International Certification and Reciprocity Consortium (ICRC) written examination taken through DSPS, WCB, or other certifying agency.
- F. Supervised Experience Form (Form #2749)
- G. Education & Training Form (Form #2751) with proof of attendance and completion
- H. Conviction and Pending Charges (Form #2252) (if applies)

Clinical Substance Abuse Counselor

- A. Fee(s) attached to this application (Form #2743)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
- D. Social Security Form (Page 5 of 5 Form #2743)
- E. International Certification and Reciprocity Consortium (ICRC) written examination taken after June 1, 2008 (unless you have completed the ICRC Case Presentation Method oral examination through DSPS, WCB, or other jurisdiction of the ICRC).
- F. Supervised Experience Form (Form #2749)
- G. Education & Training Form (Form #2751) with proof of attendance and completion
- H. Official transcript showing associate's, bachelor's, master's or doctoral degree in a field of behavior science (**must be sent directly from school**)
- I. Conviction and Pending Charges (Form #2252) (If applies)

RECIPROCAL APPLICANTS:

A Clinical Substance Abuse Counselor license may be granted reciprocity if an applicant holds a credential from a state whose requirements are substantially equivalent to the current Wisconsin requirements.

Applicants will be required to take the Wisconsin statutes and rules exam.

If your credential was obtained without having taken a national exam or its equivalent, you may not be eligible for licensure by reciprocity in Wisconsin.

NATIONAL ICRC WRITTEN EXAMINATION:

1. Required of all eligible applicants. Applicants must apply for the credential and have completed all education requirements. If you have already taken the ICRC examination with a passing score, that score will be accepted if sent directly from ICRC or transferred from WCB. Contact ICRC at 717-540-4457 or by writing to: ICRC, c/o PCB, 298 S. Progress Avenue, Harrisburg, PA 17109.
2. Eligibility for examination will be determined upon receipt of a completed application, appropriate fee, and other requirements.
3. Must live or work in the state of Wisconsin 51% or more of the time (**This only applies to CSAC Clinical Substance Abuse Counselor Certification**).

STUDY GUIDES:

Candidates may purchase a study guide by contacting Ready To Test.Com at <http://readytotest.com>.

SCORES:

Wisconsin requires a scaled score of 500 or above to pass the examination.

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WISCONSIN STATUTES AND RULES EXAMINATION:

All applicants are required to pass an online open book examination on the Wisconsin Statutes and Rules relating to the practice as a substance abuse counselor. **If you have passed this examination within the last 5 years you do not need to retake this examination.**

An Applicant must first apply for a credential and pay the fee. An ID and password will be provided at that time.

The Wisconsin Statutes and Administrative Rules can be obtained from the department internet site at <http://dsps.wi.gov>. You will need the most current edition. This contains information needed to answer the exam questions. This is available online or through Document Sales.

MAIL APPLICATION AND REQUIRED DOCUMENTS TO:

SUBSTANCE ABUSE SECTION
WISCONSIN DEPARTMENT OF SAFETY AND
PROFESSIONAL SERVICES
P.O. BOX 8935
MADISON, WI 53708-8935

EXPRESS DELIVERY:

SUBSTANCE ABUSE SECTION
DEPARTMENT OF SAFETY AND
PROFESSIONAL SERVICES
1400 E. WASHINGTON AVE.
MADISON, WI 53703

To view the status of your application go to the department website at <http://dsps.wi.gov> under “Application Status”