

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR PREVENTION SPECIALIST APPLICATION

“Prevention specialist-in-training” means an individual who holds a prevention specialist-in-training certificate granted by the department.

“Prevention specialist” means an individual who holds a prevention specialist certificate granted by the department.

“Prevention” means a pro-active process of promoting supportive institutions, neighborhoods and communities that foster an environment conducive to the health and well being of individuals and families. Prevention may be targeted to specific populations or the larger community by any of the following:

- Promoting knowledge, attitudes, skills, values and relationships conducive to the health and well being of individuals and families
- Promoting personal competence, significance and empowerment.
- Promoting responsibility, judgment, communication and conflict resolution.
- Promoting cultural competency and sensitivity to differences.
- Promoting community-wide asset building initiatives.
- Promoting health support systems in families, schools, workplaces and communities.
- Promoting healthy lifestyles and resistance to physical and psychological illness or psychological injury.
- Involving citizens in creating cultural changes related to health and wellness.
- Counteracting harmful circumstances such as substance use, health and safety hazards, isolation, violence, economic hardship and inadequate housing, childcare, transportation, education or social services.

EDUCATION REQUIREMENT:

Prevention Specialist-in-Training must have a high school diploma, HSED or GED.

“GED” means a general education development certification.

“HSED” means a high school equivalency diploma.

AND

Completion of 40 hours of education and training covering the prevention domain areas. At least 5 hours shall be in ethics.

Prevention Specialist must have a high school diploma, HSED or GED.

“GED” means a general education development certification.

“HSED” means a high school equivalency diploma.

AND

Completion of 240 hours of education and training covering the domain areas. Fifty (50) hours of this training shall be specific to alcohol, tobacco or other substance abuse. At least 6 hours shall be in ethics.

AND SUBMIT

Verification of a 120 hour practicum in the prevention domain areas with no less than 10 hours in any prevention domain area.

SUPERVISED EXPERIENCE REQUIREMENT:

Prevention Specialist

Verification of 2,000 hours of work experience as a prevention specialist-in-training with a minimum of 100 hours of the experience in each prevention domain area.

Wisconsin Department of Safety and Professional Services

THE FOLLOWING ITEMS ARE REQUIRED UNLESS OTHERWISE NOTED:

Prevention Specialist-in-Training

- A. Fee(s) attached to this application (Form #2745)
- B. Letters from all State Boards where licensed (includes active and inactive licenses) (if applies)
- C. Social Security Form (Page 6 of 6 Form #2745)
- D. Education & Training Form (Form #2780)
- E. Convictions & Pending Charges (Form #2252) (if applies)

Prevention Specialist

- A. Fee(s) attached to this application (Form #2745)
- 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 6 of 6 Form #2745)
- E. International Certification and Reciprocity Consortium (ICRC) Prevention Specialist examination taken through DSPS, WCB or other certifying agency
- F. Practicum In Prevention Domains (Form #2782)
- G. Education & Training Form (Form #2781)
- H. Affidavit regarding Work Experience (Form #2783)
- I. Convictions & Pending Charges (Form #2252) (if applies)

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 taken 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 fee. An ID and password will be provided at that time.

The Wis. Stats. 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.

RECIPROCAL APPLICANTS:

A Prevention Specialist certification 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 PREVENTION SPECIALIST 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 717-540457 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 PS Prevention Specialist 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.

Wisconsin Department of Safety and Professional Services

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 “Applicant Information.”