

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR APPLICATION BY RECIPROCITY FOR OUT-OF-STATE COUNSELORS, SUPERVISORS AND PREVENTION SPECIALISTS

“Clinical substance abuse counselor” means an individual who holds a clinical substance abuse AODA 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.

“Independent clinical supervisor” means an individual who holds an independent clinical supervisor certificate granted by the department.

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

THE FOLLOWING ITEMS ARE REQUIRED UNLESS OTHERWISE NOTED:

- A. Fee(s) attached to application (Form #2786)
- B. Letters from all State Boards where you previously held or hold a credential with (includes active and inactive licenses) (if applies)
- C. Wisconsin Statutes and Rules Examination
- D. Social Security Form (Page 5 of 6 Form #2786)
- E. A completed International Certification and Reciprocity Consortium (ICRC) reciprocity application and ICRC credential verification report. These reports must come directly from ICRC.
- F. Conviction and Pending Charges (Form #2252) (if applies)

RECIPROCAL APPLICANTS:

A certification may be granted by reciprocity if an applicant holds a credential from a state whose requirements are substantially similar to a Clinical Substance Abuse Counselor, Independent Clinical Supervisor or Prevention Specialist issued by another state or territory that is a member of the International Certification and Reciprocity Consortium (ICRC).

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. Eligibility will not be determined until receipt of a completed application, appropriate fee and other requirements.

NATIONAL ICRC EXAMINATIONS:

Required of all eligible applicants. Applicants must apply for the Wisconsin credential and have completed all requirements including the ICRC examination with a passing score. To request a reciprocity application and ICRC credential report to be forwarded directly to Wisconsin, contact ICRC at 717-540-4457 or by writing to: ICRC, c/o PCB, 298 S. Progress Avenue, Harrisburg, PA 17109.

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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 (Codebook) can be obtained from the department internet site at <http://drl.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 CREDENTIALING
WISCONSIN DEPARTMENT OF REGULATION AND LICENSING
P.O. BOX 8935
MADISON, WI 53708-8935

EXPRESS DELIVERY:

SUBSTANCE ABUSE CREDENTIALING
DEPARTMENT OF REGULATION & LICENSING
1400 E. WASHINGTON AVE.
MADISON, WI 53703

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