

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING COMPLETION OF 360 HOURS OF SPECIALIZED EDUCATION

Postsecondary Specialized Education for  
SUBSTANCE ABUSE COUNSELOR OR CLINICAL SUBSTANCE ABUSE COUNSELOR

Last Name	First Name	MI	Former / Maiden Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### INSTRUCTIONS FOR REPORTING 360 HOURS OF EDUCATION:

Complete Pages 2 through 8 to report education hours for each of the domains and electives. Review the chart below for credit hours you will need in each of the domains and electives.

1. Read the definition of the domain before filling out the page content. Consider whether a course specifically addresses the domain definition before listing it on the page.
2. You may list each credit hour once. (Do not repeat it).
3. For school courses, each one (1) course credit equals 15 hours. (For example, a 3-credit course is equivalent to 45 hours.)
4. This form is not complete and will not be reviewed until the following additional documentation is received at the Department:
  - Proof of Attendance and Completion
    - Legible Transcript – Must show school name and your name (does not need to be an official transcript)
    - Legible Certificates – Must show your name, name of course, date taken or completed, and number of course hours. (Submit in the order they appear on the form.)
  - Course descriptions for each course listed (Submit in the order they appear on the form.)

### HOUR REQUIREMENTS:

Substance Abuse Counselor (Wis. Admin. Code § [SPS 161.02](#)) and Clinical Substance Abuse Counselor (Wis. Admin. Code § [SPS 161.03](#))  
Domains

CONTENT AREA	HOURS
Substance Abuse Assessment Training	60
Substance Abuse Counseling Training	60
Substance Abuse Case Management	60
Substance Abuse Patient Education	60
Substance Abuse Professional Responsibility	60
Electives within the performance domains listed above	54
Boundaries and Ethics	6
<b>Total</b>	<b>360</b>







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## PATIENT EDUCATION (60 HOURS REQUIRED)

“Patient Education” means education about 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 including addiction to nicotine, 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 of HIV/AIDS, tuberculosis, sexually transmitted infections, and other infectious diseases, and basic life skills such as stress management, communication, and assertiveness (Wis. Admin. Code § [SPS 160.02\(19m\)](#)).

**You must provide course descriptions, proof of attendance, and completion for each course listed below:**

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