

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: <https://license.wi.gov/>  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### CREDENTIALING INFORMATION FOR OUT-OF-STATE COUNSELOR, SUPERVISOR, AND PREVENTION SPECIALIST RECIPROCAL APPLICANTS

#### **Reciprocal Applicants:**

A certification may be granted via reciprocity if an applicant holds a current credential in good standing as a substance abuse counselor, clinical supervisor, or prevention specialist or its equivalent in another state or U.S. territory, with requirements that are not lower than those specified in [Wis. Admin. Code ch. SPS 161](#). (Credential in other state or U.S. territory must remain active until Wisconsin credentialing process is complete.)

#### **Wisconsin Statutes and Rules Examination:**

All applicants are required to pass an online open book examination on the Wisconsin Statutes and Rules relating to practice as substance abuse counselors. The Wisconsin Statutes and Administrative Rules contain information needed to answer the exam questions and can be obtained from the Department website at <http://dsps.wi.gov> or on the Wisconsin State Legislature website at <http://docs.legis.wisconsin.gov/>. Applicants will receive an ID and password once their applications and fees are received and processed at the Department.

#### **APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

- Complete application and pay applicable fee(s)\* online via [LicenE](#)
- Letters from all State Boards or United States territories where licensed, active and inactive
- Wisconsin Statutes and Rules Examination
- Convictions and Pending Charges Form ([#2252](#)), if applicable
- Malpractice Suits or Claims Form ([#2829](#)) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

Fees: \$60.00 Credential Fee  
\$75.00 Wisconsin Statutes and Rules Examination (per attempt)