

Wisconsin Department of Safety and Professional Services

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LicensE Portal: <https://license.wi.gov/>
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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INFORMATION FOR SUBSTANCE ABUSE PROFESSIONAL LATE RENEWAL APPLICANTS (for Wisconsin credentials expired 5 years or more)

This application applies to the following credentials that have been expired for five (5) years or more:

- [Substance Abuse Counselor](#) (SAC)
- [Clinical Substance Abuse Counselor](#) (CSAC)
- [Independent Clinical Supervisor](#) (ICS)
- [Intermediate Clinical Supervisor](#) (ICS)
- [Prevention Specialist](#) (PS)

REQUIREMENTS FOR RENEWAL AFTER FIVE (5) YEARS:

- Complete late renewal application and pay applicable fee(s), including late renewal fee, online via LicensE, <https://license.wi.gov/>.
- Pay fees online. The renewal fee (\$60.00) and late fee (\$25.00) total \$85.00.
- Provide evidence of one of the following:
 - Hold a substantially equivalent credential in another state
 - or**
 - Provide satisfactory evidence of having completed sixty (60) hours of continuing education in the last two (2) years from the date of the application, including six (6) hours on ethics and boundaries and six (6) hours of psychopharmacology.
- Convictions and Pending Charges, [Form 2254](#) - (If applicable) upload completed form, supporting documentation, and pay the additional \$8.00 background check fee.