

# Wisconsin Department of Safety and Professional Services

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING PREVENTION SPECIALIST EDUCATION AND TRAINING

**Complete this form for each course/seminar attended and return directly to DSPS. You may fax/email to:** (608) 251-3036 or [dpscredsubstanceabuse@wisconsin.gov](mailto:dpscredsubstanceabuse@wisconsin.gov). Make additional copies of this form as needed. This form is **not** considered complete and will **not** be reviewed until the following additional documents are 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.)

**Note:** For school courses, each one (1) course credit equals 15 hours. (For example, a 3-credit course is equivalent to 45 hours.)

Last Name	First Name	MI	Former / Maiden Name(s)

**Prevention Specialist-in-Training education must include 40 hours of approved education in the content areas below.**

- At least five (5) hours shall be specific to ethics.

**Prevention Specialist education must include 120 hours of approved education in the content areas below.**

- 50 hours of this training shall be specific to alcohol, tobacco, or other substance abuse.
- At least six (6) hours shall be specific to ethics.

**Content areas:**

- |   |                          |  |
|---|--------------------------|--|
| • Planning and evaluation                 | • Communication          | • Public policy and environmental change |
| • Prevention education & service delivery | • Community organization | • Professional growth and responsibility |

Type of Degree: (check a box) <input type="checkbox"/> PSIT <input type="checkbox"/> PS				Total Classroom/Training Hours					
Title of Training	Training Offered by	Name of Trainer	Dates of Attendance (month/year)	Planning and evaluation	Prevention education and service delivery	Communication	Community Organization	Public and Organizational Policy	Professional Growth and Responsibility
			From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>						
			From: <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/>						
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<b>TOTALS:</b>									