

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING SUBSTANCE ABUSE COUNSELOR OR CLINICAL SUBSTANCE ABUSE COUNSELOR

COMPLETION OF 360 HOURS OF EDUCATION

(Postsecondary Specialized Education)

Last Name	First Name	MI	Former / Maiden Name(s)
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INSTRUCTIONS FOR REPORTING 360 HOURS OF EDUCATION:

1. Complete pages 2 through 8 to report education hours for each of the domains and electives. Review the chart below for credit hours needed in each of the domains and electives.
2. 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.
3. You must provide a course description, proof of attendance, and completion for each course listed on the following pages.
4. You may not count any credit hour more than once. Each course credit equals 15 hours. For example, a 3-credit course is equivalent to 45- hours.

HOURLY REQUIREMENTS:

Substance Abuse Counselor and Clinical Substance Abuse Counselor Domains.

CONTENT AREA	HOURS
Substance Abuse Assessment	60
Substance Abuse Counseling	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
Total	360

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ASSESSMENT TRAINING (60 HOURS REQUIRED)

“Assessment Training” means education on the comprehensive process of collecting pertinent data about patient or patient systems and their environment and appraising the data as a basis for making decisions regarding substance use disorder diagnosis and treatment or referral. The education shall consist of culturally inclusive studies in understanding addiction, psychopharmacology, recognition, and differentiation of co-occurring medical and psychological disorders, clinical evaluation, and treatment planning. (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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

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COUNSELING TRAINING (60 HOURS REQUIRED)

“Counseling Training” means education, that includes the study of fundamental theories, principles, and techniques of substance use disorder counseling to facilitate the progress of diverse patients toward mutually determined treatment goals and objectives using culturally sensitive modalities. Counseling education shall include studies of understanding addiction, recognized treatment theory and practice, the recovery process, effective strategies for meeting the counseling needs of diverse patients, crisis management skills, and awareness of co-occurring medical and psychological disorders (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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
TOTAL:				

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CASE MANAGEMENT (60 HOURS REQUIRED)

“Case Management” means education on culturally appropriate administrative, clinical, and evaluative activities included in the process of coordinating and prioritizing patient treatment goals and working with the patient and significant others, as well as other services, agencies and resources to achieve those treatment goals. The education shall include studies in implementing treatment plans including continuing assessment, the referral process, service coordination, including for co-occurring medical and psychological disorders, record management and documentation and utilizing the written client record to guide and monitor services to reach measurable goals and objectives (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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
TOTAL:				

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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, 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. (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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

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Wisconsin Department of Safety and Professional Services

PROFESSIONAL RESPONSIBILITY (60 HOURS REQUIRED)

“Professional responsibility” means education, that addresses standards of conduct or professional behavior expectations for counselors, supervisors, and prevention workers. Professional behavior areas to be studied shall include, at a minimum, legal issues specific to substance use disorder professional practice, patient welfare as a primary concern, responsibility for professional competence and professional development, participation in ongoing supervision and consultation, counselor values and self-care, relationships with other professionals and institutions and the establishment of limits and boundaries in the patient relationship. This education shall also address the impact of specific cultural, ethnic, and racial influences and expectations. (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	□□ / □□ / □□	<input style="width: 95%; height: 25px;" type="text"/>
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TOTAL:				<input style="width: 95%; height: 25px;" type="text"/>

Wisconsin Department of Safety and Professional Services

ELECTIVES WITHIN THE PERFORMANCE DOMAINS (54 HOURS REQUIRED)

Electives are approved substance use disorder treatment related hours that you took within any of the performance domains that are above and beyond the 75 hours of assessment training, case management, counseling, training, patient education and professional responsibility required for each performance domain. (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
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TOTAL:				<input style="width: 100%; height: 20px;" type="text"/>

Wisconsin Department of Safety and Professional Services

BOUNDARIES AND ETHICS (6 HOURS REQUIRED)

Of the 360 hours of substance use disorder specialized education through a postsecondary institution or department-approved education program six (6) hours shall be in boundaries and ethics (per Wis. Admin. Code § SPS 161.02(4) or 161.03(4)).

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
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
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TOTAL:				<input style="width: 95%; height: 25px;" type="text"/>