

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
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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING CREDENTIALING INFORMATION FOR CLINICAL SUPERVISOR APPLICANTS

CREDENTIALING AND EDUCATION REQUIREMENTS:

Clinical Supervisor-in-Training

- Hold an active Clinical Substance Abuse Counselor credential.

or

Hold an active license under Wis. Stat. §§ 457.08(4), 457.10, 457.11, 457.12, 457.13, or 457.14(1)(d) to (f), at the master's level or higher.

and

- Evidence of current employment, a written offer of employment, or an agreement authorizing volunteer hours as a clinical supervisor of counselors providing substance use disorder treatment services who are certified Wis. Stat. § 440.88, or licensed under Wis. Stat. §§ 457.08(4), 457.10, 457.11, 457.12, 457.13, or 457.14(1)(d) to (f).

To view the status of your application, visit the Department website at <http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx>.

Intermediate Clinical Supervisor

- Hold an active certification as a Clinical Substance Abuse Counselor.

or

Hold an active license under Wis. Stat. §§ 457.08(4), 457.10, 457.11, 457.12, 457.13, or 457.14(1)(d) to (f), at the master's level or higher.

and

- Evidence of at least one year of clinical supervisory experience as a supervisor-in-training or intermediate supervisor within the last 5 years as the supervisor of counselors certified Wis. Stat. § 440.88, Stats., or having a license under Wis. Stat. §§ 457.08(4), 457.10, 457.11, 457.12, 457.13, or 457.14(1)(d) to (f), Stats.

and

- Hold an active Intermediate Clinical Supervisor credential.

or

Successful Completion of 30 hours of education in clinical supervision - this shall include a minimum of 6 hours of training in each of the following domains:

- Assessment and evaluation
- Counselor development
- Management and administration
- Professional responsibility

or

Hold an American Association for Marriage and Family Therapy Supervisor certification.

and

- Pass the National Association of Alcoholism Counselors and Trainers' NCSE exam.
 - For information on the NCSE exam visit <https://www.naadac.org/testing-faqs>
 - The Department will authorize applicants to take the NCSE exam.
 - Payment for the exam must be paid directly to NAADAC. The Department **will not** accept payment for the exam

Wisconsin Department of Safety and Professional Services

Independent Clinical Supervisor

- Hold an active certification as a Clinical Substance Abuse Counselor.

or

Hold an active license under Wis. Stat. §§ 457.08(4), 457.10, 457.11, 457.12, 457.13, or 457.14(1)(d) to (f), at the master's level or higher.

and

- Evidence of at least one year of clinical supervisory experience as a supervisor-in-training or intermediate supervisor within the last 5 years as the supervisor of counselors certified Wis. Stat. § 440.88, Stats., or having a license under Wis. Stat. §§ 457.08(4), 457.10, 457.11, 457.12, 457.13, or 457.14(1)(d) to (f), Stats.

and

- Hold an active Intermediate Clinical Supervisor credential.

or

Successful Completion of 30 hours of education in clinical supervision - this shall include a minimum of 6 hours of training in each of the following domains:

- Assessment and evaluation
- Counselor development
- Management and administration
- Professional responsibility

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Hold an American Association for Marriage and Family Therapy Supervisor certification.

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

Clinical Supervisor-in-Training

- Complete application and pay applicable fee(s) online via LicenseE
- Employment Verification (**Form #2779**)
- Letters from all State Boards where licensed, active and inactive
- 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 marriage certificate, divorce decree, etc.

Intermediate/Independent Clinical Supervisor

- Application (**Form #2744**) and appropriate fee
- National Association of Alcoholism Counselors and Trainers' NCSE exam
- Affidavit regarding Supervisory Experience Form (**Form #2778**)
- Education and Training Form (**Form #2776**), if applicable
- Letters from all State Boards where licensed, active and inactive
- 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 marriage certificate, divorce decree, etc.