

Wisconsin Department of Safety and Professional Services

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MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

INFORMATION FOR LATE RENEWAL AFTER FIVE OR MORE YEARS APPLICANTS (ONLY FOR CREDENTIALS EXPIRED 5 YEARS OR MORE)

This application applies to **all** sections of the Marriage and Family Therapy, Professional Counseling, and Social Work Examining Board.

A credential that has been expired for five (5) years or more can be renewed by submitting payment of the renewal fee, including late fee, and evidence of **one** of the following:

- An active credential in good standing in another state (must be received from state board), **or**
- Evidence of completion of sixty (60) hours of approved continuing education, including eight (8) hours of professional ethics and boundaries, within the preceding two (2) years of the date of application.

Documentary evidence of the requirements may be submitted to DSPS, P.O. Box 8935, Madison, WI 53708-8935 or emailed to dspscredjointbd@wisconsin.gov.

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

- Complete application and pay applicable fee(s) online via LicensE; and
- Letters from all state boards where licensed, active and inactive, if applicable; and
- Copies of certificates of completion or other evidence showing completion of required continuing education.