

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING
SUBSTANCE ABUSE COUNSELORS-IN-TRAINING
COMPLETION OF 100 HOURS OF SPECIALIZED EDUCATION
(Postsecondary Specialized Education)

Last Name	First Name	MI	Former / Maiden Name(s)
Application ID Number			

INSTRUCTIONS FOR REPORTING 100 HOURS OF EDUCATION (Substance Abuse Counselor-in-Training):

1. Complete Pages 2 through 7 to report education hours for each of the domains and electives. Review the chart below for credit hours you will need 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 may list each credit hour once. (Do not repeat it).
4. For school courses, each one (1) course credit equals 15 hours. (For example, a 3-credit course is equivalent to 45 hours.)
5. This form is not complete and will not be reviewed until the following additional documentation is 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.)

HOOR REQUIREMENTS:

Substance Abuse Counselor-In-Training core curriculum.

CONTENT AREA	HOURS
Substance Abuse Assessment Training	15
Substance Abuse Counseling Training	15
Substance Abuse Case Management	10
Substance Abuse Patient Education	15
Substance Abuse Professional Responsibility	20
Electives within the performance domains listed above	25
Total	100

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PROFESSIONAL RESPONSIBILITY (20 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 (Wis. Admin. Code §§ [SPS 160.02\(24m\)](#) and [SPS 161.01\(4\)\(e\)](#)).

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

Title of Training	Course Number (if applicable)	Training Offered by	Name of Trainer	Dates of Attendance			Total Classroom Hours
				Mo	Day	Year	
TOTAL:							

