

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING **CREDENTIALING INSTRUCTIONS FOR PREVENTION SPECIALIST APPLICANTS**

Prevention Specialist-in-Training Requirements:

- Evidence of successful completion of 40 hours of approved education, including five (5) hours specific to ethics, in the following content areas:
 - Planning and evaluation
 - Prevention education and service delivery
 - Communication
 - Community organization
 - Public policy and environmental change
 - Professional growth and responsibility

Prevention Specialist Requirements:

- Evidence of successful completion of 120 hours of approved education, including 50 hours specific to alcohol, tobacco, or other substance abuse and six (6) hours specific to ethics in the following content areas:
 - Planning and evaluation
 - Prevention education and service delivery
 - Communication
 - Community organization
 - Public policy and environmental change
 - Professional growth and responsibility
- Wisconsin Statutes and Rules Examinations:
 - The Department will provide applicants an ID and password once the application and fees are received and reviewed.
 - The Wisconsin Statutes and Administrative Rules can be obtained from the Department website at <http://dsps.wi.gov>.
 - Reciprocity may be granted if the applicant for **Prevention Specialist** holds a current credential in good standing in another state or U.S. territory with requirements for the credential that are not lower than the requirements for licensure in Wisconsin. (Other state credential must remain active until the Wisconsin credentialing process is complete.) See **Form #2786**.

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

Prevention Specialist-in-Training

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|---|---|
| <input type="checkbox"/> Complete application and pay applicable fee(s) online via LicensE | <input type="checkbox"/> Malpractice Suits or Claims (Form #2829) and copies of malpractice suit, court documents with allegations and settlement, if applicable |
| <input type="checkbox"/> Letters from all State Boards where licensed, active and inactive | <input type="checkbox"/> Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc. |
| <input type="checkbox"/> Education and Training (Form #2781) | |
| <input type="checkbox"/> Convictions and Pending Charges (Form #2252), if applicable | |

Prevention Specialist

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|--|---|
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| <input type="checkbox"/> Education and Training (Form #2781) | |