

## Chapter SPS 165

### RENEWAL REQUIREMENTS SUBSTANCE ABUSE PROFESSIONALS

SPS 165.01 Credential renewal procedures.

**Note:** Chapter RL 165 was renumbered chapter SPS 165 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.

#### SPS 165.01 Credential renewal procedures.

(1) Each person granted a credential under s. 440.88, Stats., is certified for the current period only. Subject to the limitations in s. 440.88 (4), Stats., to renew certification, a credential holder shall by February 28 of each odd-numbered year following initial certification, file with the department an application for renewal on a form prescribed by the department, submit the fee under s. 440.08 (2), Stats., and shall meet the continuing education requirements in sub. (3). An application for renewal of any clinical supervisor certificate shall also include an application for renewal of the credential holder's clinical substance abuse counselor certificate, or evidence of current certification as a ch. 457, Stats., credential holder at the master's level or higher with the specialty authorization of s. MPSW 1.09.

(2) A credential holder who fails to renew certification shall cease practice and use of the professional title. Within 5 years following the renewal date, a credential holder may renew the expired credential without examination by filing the required renewal application, the renewal fee, and the late renewal fee under s. 440.08 (3), Stats. A credential holder who fails to renew certification within 5 years of the renewal date shall be reinstated by complying with the requirements for obtaining initial certification, including educational and examination requirements which apply at the time application is made.

(3) To maintain his or her authority to treat alcohol or substance dependency or abuse as a specialty, a credential holder shall complete at least the following continuing education hours in alcohol or substance dependency or abuse education during each biennial credentialing period:

- (a) Substance abuse counselor-in-training — 40 hours.
- (b) Substance abuse counselor — 40 hours.
- (c) Clinical substance abuse counselor — 40 hours.

(d) Clinical supervisor-in-training — 6 hours, in addition to clinical substance abuse counselor requirements.

(e) Intermediate clinical supervisor — 6 hours, in addition to clinical substance abuse counselor requirements.

(f) Independent clinical supervisor — 6 hours, in addition to clinical substance abuse counselor requirements.

(g) Prevention specialist-in-training — 25 hours.

(h) Prevention specialist — 40 hours.

(4) An applicant for reinstatement of certification following disciplinary action shall meet requirements in sub. (1) and may be required to successfully complete an examination as the department prescribes. Upon investigation and satisfactory proof that the cause of the disciplinary action no longer exists, the department may reinstate any certification.

(5) An applicant who applies for reinstatement more than 5 years after the date of the order imposing discipline against the applicant may be reinstated by complying with the requirements for obtaining initial certification or licensure, including educational and examination requirements which apply at the time the application for reinstatement is made.

(6) The credential and certificate of biennial certification shall be displayed in a prominent place by each person while certified by the department.

(7) Every credential holder shall notify the department, in writing, of a change of name or address within 30 days of the change.

(8) Applicants for renewal shall certify their attendance at required continuing education and shall submit certificates of attendance upon request.

(9) A certificate holder may apply to the department for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness, disability, or other grounds constituting extreme hardship. The department shall consider each application individually on its merits.

**History:** CR 06-060: cr. Register December 2006 No. 612, eff. 1-1-07.