

## Chapter SPS 161

### REQUIREMENTS FOR CERTIFICATION

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**Note:** Chapter RL 161 was created as an emergency rule effective 9–10–07. Chapter RL 161 was renumbered chapter SPS 161 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.

**SPS 161.01 Applicability. (1)** A person credentialed by the department who treats alcohol or substance dependency or abuse in a clinic certified under ch. DHS 75, shall be a substance abuse counselor-in-training, a substance abuse counselor or a clinical substance abuse counselor, or possess the specialty certification under s. MPSW 1.09.

**(2)** All persons employed in positions providing substance use disorder treatment shall be certified under this chapter or under s. MPSW 1.09.

**(3)** Chapters SPS 160 to 168 do not apply to any of the following:

(a) A physician, as defined in s. 448.01 (5), Stats., who practices as a substance abuse clinical supervisor, or provides substance use disorder counseling, treatment, or prevention services within the scope of his or her license.

(b) A licensed clinical social worker, as defined in s. 457.01 (1r), Stats., a licensed professional counselor as defined in s. 457.01 (7), Stats., or a licensed marriage and family therapist as defined in s. 457.01 (3), Stats., who provides substance use disorder counseling, treatment, or prevention services within the scope of his or her credential.

(c) A licensed psychologist, as defined in s. 455.01 (4), Stats., who practices as a substance abuse clinical supervisor, or provides substance use disorder counseling, treatment, or prevention services within the scope of his or her license.

**(4)** Until January 1, 2011, a licensed clinical social worker as defined in s. 457.01 (1r), Stats., who worked as a clinical supervisor as defined in s. DHS 75.02 (11) (a), in a ch. DHS 75 clinic prior to December 1, 2007, may act as a clinical supervisor and provide clinical supervision under chs. SPS 160 to 168.

**History:** CR 07–031: cr. Register November 2007 No. 623, eff. 12–1–07; corrections in (1) and (4) made under s. 13.92 (4) (b) 7., Stats., Register April 2009 No. 640; correction in (3) (intro.), (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

**SPS 161.02 Translation required.** An application for certification is incomplete until all materials requested are received by the department, in English or accompanied by a certified English translation.

**History:** CR 07–031: cr. Register November 2007 No. 623, eff. 12–1–07.

**SPS 161.03 General requirements for certification.** The department shall not grant any certificate under this chapter unless the applicant does all of the following:

**(1)** Submits an application for the certificate to the department on a form provided by the department.

**Note:** Applications are available on request from the department at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708, or from the department's website at: <http://dps.wi.gov>.

**(2)** Pays the fee specified in s. 440.05 (1), Stats.

**(3)** Meets the qualifications established by the department for the credential sought.

**(4)** For applicants who have a pending criminal charge or have been convicted of a crime under the laws of this state or any other state or of the United States or any other country, submits all information necessary for the department to determine whether the circumstances of the pending criminal charge or conviction are substantially related to the duties of the credentialed activity.

**History:** CR 07–031: cr. Register November 2007 No. 623, eff. 12–1–07.

**SPS 161.04 Counselor applications. (1)** SUBSTANCE ABUSE COUNSELOR-IN-TRAINING. An applicant for certification as a substance abuse counselor-in-training shall submit evidence satisfactory to the department that all of the following have been met:

(a) That the applicant has a high school diploma, an HSED or GED.

(b) Successful passage of an ethics, boundaries and jurisprudence examination developed or approved by the department.

(c) Successful completion of 100 hours of specialized education in the transdisciplinary foundations in compliance with s. SPS 166.02. An organized educational field experience program from an accredited school fulfills this requirement.

(d) Current employment, a written offer of employment or an agreement authorizing volunteer hours at an agency providing substance use disorder treatment. The applicant's clinical supervisor shall review the education submitted pursuant to par. (c), and attest that the education submitted by the applicant fulfills the requirements of s. SPS 166.02.

**(2)** SUBSTANCE ABUSE COUNSELOR. (a) Except as provided in par. (b), an applicant for certification as a substance abuse counselor shall submit evidence satisfactory to the department of all of the following:

1. Successful passage of the International Certification Reciprocity Consortium Alcohol and Other Drug Abuse written counselor examination.

2. That the applicant has a high school diploma, an HSED or GED.

3. Completion of 4,000 hours of work experience performing the practice dimensions, supervised by an individual defined in s. SPS 162.02 (1), within 5 years immediately preceding the date of application. Experience in excess of 40 hours per week or 2,000 hours per year does not count in meeting the experience requirement. The 4,000 hours shall include all of the following:

a. Two thousand hours in performing the practice dimensions with patients who have a primary substance use disorder diagnosis.

b. One thousand hours in substance use disorder counseling with at least 500 hours in a one-on-one individual modality setting.

c. A minimum of 200 hours of counseling during the 12 month period immediately preceding the date of application, of

which 100 hours shall have been completed using an individual modality setting.

4. Completion of the requirements of s. SPS 166.03. An applicant who previously held a certificate from the Wisconsin Certification Board, Inc., and can provide documentation of accumulation of 100 or more hours of approved specialized education as of March 1, 2007, may submit proof of completion of the balance of the 360 hours specified in s. SPS 166.03 from sources other than a comprehensive program.

(b) An applicant for certification as a substance abuse counselor who is previously credentialed by the marriage and family therapy, professional counseling and social work examining board shall submit evidence satisfactory to the department of fulfilling the requirements of s. MPSW 1.09.

**(3) CLINICAL SUBSTANCE ABUSE COUNSELOR.** An applicant for certification as a clinical substance abuse counselor shall submit evidence satisfactory to the department of all of the following:

(a) Successful passage of the International Certification Reciprocity Consortium Alcohol and Other Drug Abuse written counselor certification examination taken on or after June 1, 2008. If the written examination was taken before June 1, 2008, an applicant shall have either successfully passed the International Certification Reciprocity Consortium case presentation method interview on or before December 31, 2008, or have successfully retaken the written counselor certification examination on or after June 1, 2008.

**Note:** Prior to June 1, 2008, to receive a clinical substance abuse counselor credential, an applicant had to pass a written counselor examination and a case presentation method oral interview (oral examination) authorized by the International Certification & Reciprocity Consortium (IC&RC). Effective June 1, 2008, the IC&RC withdrew its authorization for the oral examination and instead requires an applicant to complete an updated written counselor examination which includes a section to replace the oral examination. Pursuant to an agreement between the department and the IC&RC, applicants who took the written examination prior to June 1, 2008, were able to complete the oral examination until December 31, 2008.

(b) Completion of 7,000 hours of patient counseling experience performing the practice dimensions as a substance abuse counselor, supervised by an individual defined in s. SPS 162.02 (1), within 5 years immediately preceding the date of application. The 7,000 hours shall include 2,000 hours in direct, in person substance use disorder counseling. Experience in excess of 40 hours per week or 2,000 hours per year does not count in meeting the experience requirement.

(c) As specified in s. SPS 166.03, attendance and completion of 360 hours of approved specialized education in substance use disorder counseling within a comprehensive program covering the transdisciplinary foundations and practice or attendance and completion of 360 hours of approved specialized education in substance use disorder counseling within a degree program approved by the department in a field with an addiction emphasis or concentration in clinical counseling.

(d) An applicant who previously held a certificate from the Wisconsin Certification Board, Inc., and can provide documentation of accumulation of 100 or more hours of approved specialized education as of March 1, 2007, may submit proof of completion of the balance of the 360 hours from sources other than a comprehensive program.

(f) Successful passage of an ethics, boundaries and jurisprudence examination developed or approved by the department.

(g) Graduation from an accredited school with an associate's, bachelor's, master's or doctoral degree in a behavioral science field.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07; EmR0819: emerg. renum. (3) (a) to be (3) (a) 1. and am., cr. (3) (a) 2., r. (3) (e), eff. 6-18-08; CR 08-094: am. (3) (a), r. (3) (e) Register April 2009 No. 640, eff. 5-1-09; **correction in (1) (c), (d), (2) (a) 3. (intro.), 4., (3) (b), (c) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.**

**SPS 161.05 Supervisor applications. (1) CLINICAL SUPERVISOR-IN-TRAINING.** An applicant for certification as a clinical supervisor-in-training shall submit evidence satisfactory to the department of all of the following:

(a) Current employment, a written offer of employment or an agreement authorizing volunteer hours at an agency providing substance use disorder treatment service as a clinical supervisor of counselors certified under this section or under s. MPSW 1.09.

(b) Successful passage of an ethics, boundaries and jurisprudence examination developed or approved by the department.

(c) Current certification as one of the following:

1. A clinical substance abuse counselor.

2. A professional counselor, marriage and family therapist or social worker holding a credential under ch. 457, Stats., at the master's level or higher with the specialty authorization of s. MPSW 1.09.

(d) Completion of 2,000 hours of patient counseling experience performing the practice dimensions as a clinical substance abuse counselor, supervised by an individual defined in s. SPS 162.02 (1), within 5 years immediately preceding the date of application. The 2,000 hours shall include 200 hours in direct, in person substance use disorder patient counseling. Experience in excess of 40 hours per week or 2,000 hours per year does not count in meeting the experience requirement.

**(2) INTERMEDIATE CLINICAL SUPERVISOR.** An applicant for certification as an intermediate clinical supervisor shall submit evidence satisfactory to the department of all of the following:

(a) Current certification as one of the following:

1. A clinical substance abuse counselor.

2. A professional counselor, marriage and family therapist or social worker holding a credential under ch. 457, Stats., at the master's level or higher with the specialty authorization of s. MPSW 1.09.

(b) Verification of one year clinical supervisory experience as the supervisor of counselors certified under this section or under s. MPSW 1.09. Clinical supervisory experience obtained after December 15, 2009, shall be supervised by an intermediate clinical supervisor, an independent clinical supervisor, a physician, or a psychologist who practices as a substance abuse clinical supervisor within the scope of his or her license. This year shall include the provision of 200 contact hours of in person clinical supervision.

(c) Verification of 30 hours of classroom training in clinical supervision. This shall include a minimum of 6 hours of training in each of the following domains:

1. Assessment or evaluation.

2. Counselor development.

3. Management or administration.

4. Professional responsibility.

(d) Completion of 2,000 hours of patient counseling experience performing the practice dimensions as a clinical substance abuse counselor, supervised by an individual defined in s. SPS 162.02 (1), within 5 years immediately preceding the date of application.

1. Experience in excess of 40 hours per week or 2,000 hours per year does not count in meeting the experience requirement.

2. The hours referred to in this paragraph shall include 200 hours in direct, in person substance use disorder patient counseling.

(e) Successful passage of the International Certification Reciprocity Consortium written clinical supervisor certification examination.

(f) Successful passage of an ethics, boundaries and jurisprudence examination developed or approved by the department.

**(3) INDEPENDENT CLINICAL SUPERVISOR.** An applicant for certification as an independent clinical supervisor shall submit evidence satisfactory to the department of all of the following:

(a) Successful passage of an ethics, boundaries and jurisprudence examination developed or approved by the department.

(b) The applicant holds a current certificate listed in subd. 1. or 2. with verification of 10,000 hours of counseling experience within a period of no less than 5 years. This experience shall include at least completion of 2,000 hours of patient counseling experience performing the practice dimensions as a clinical substance abuse counselor, supervised by an individual defined in s. SPS 162.02 (1), within 5 years immediately preceding the date of application. The 2,000 hours shall include 200 hours in direct, in person substance use disorder patient counseling. Experience in excess of 40 hours per week or 2,000 hours per year does not count in meeting the experience requirement.

1. A clinical substance abuse counselor.

2. A professional counselor, marriage and family therapist or social worker holding a credential under ch. 457, Stats., at the master's level or higher with the specialty authorization of s. MPSW 1.09.

(c) Verification of 2 years clinical supervisory experience as the supervisor of counselors certified under this chapter. Clinical supervisory experience obtained after December 15, 2009, shall be supervised by an intermediate clinical supervisor, an independent clinical supervisor, a physician, or a psychologist who practices as a substance abuse clinical supervisor within the scope of his or her license. These 2 years shall include the provision of 200 contact hours of in person clinical supervision.

(d) Verification of 30 hours of classroom training in clinical supervision. This shall include a minimum of 6 hours of training in each of the following domains:

1. Assessment or evaluation.
2. Counselor development.
3. Management or administration.
4. Professional responsibility.

(e) Successful passage of the International Certification Reciprocity Consortium written clinical supervisor certification examination.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07; **correction in (1) (d), (2) (d) (intro.), (3) (b) (intro.) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.**

**SPS 161.06 Prevention applications. (1) PREVENTION SPECIALIST-IN-TRAINING.** An applicant for certification as a prevention specialist shall submit evidence satisfactory to the department of all of the following:

(a) That the applicant has a high school diploma, an HSED or GED.

(b) Completion of 40 hours of approved education and training covering the prevention domains. At least 5 hours shall be in ethics.

(2) **PREVENTION SPECIALIST.** An applicant for certification as a prevention specialist shall submit evidence satisfactory to the department of all of the following:

(a) That the applicant has a high school diploma, an HSED or GED.

(b) Successful passage of an ethics, boundaries and jurisprudence examination developed or approved by the department.

(c) Completion of 240 hours of approved education and training covering the prevention domains. Fifty hours of this training shall be specific to alcohol, tobacco or other substance abuse. At least 6 hours shall be in ethics.

(d) Verification of 2,000 hours of work experience as a prevention specialist-in-training with a minimum of 100 hours of the experience in each prevention domain.

(e) Successful passage of the International Certification Reciprocity Consortium written prevention specialist certification examination.

(f) Verification of a 120 hour practicum in the prevention domain areas with no less than 10 hours in any prevention domain area.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07.

**SPS 161.07 Educational equivalencies — substance abuse counselor and intermediate clinical supervisor.** For the purposes of ss. SPS 161.04 (2) and 161.05 (2), successful completion of education resulting in a degree in a behavioral science field with an addiction emphasis or a concentration in clinical counseling from an accredited school may be used to satisfy, in part, the experience requirement. The possession of the following levels of the degrees may be exchanged for experience at the following rate:

(1) An associate degree equals 500 hours of supervised experience.

(2) A bachelor degree equals 1,000 hours of supervised experience.

(3) A master or doctoral degree equals 2,000 hours of supervised experience.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07; **correction in (intro.) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.**

**SPS 161.08 Educational equivalencies — clinical substance abuse counselor and independent clinical supervisor.** For the purposes of ss. SPS 161.04 (3) and 161.05 (3), successful completion of education resulting in a degree in a behavioral science field with an addiction emphasis or concentration in clinical counseling from an accredited school may be used to satisfy, in part, the experience requirement. The possession of the following levels of the degrees shall be exchanged for experience at the following rate:

(1) An associate degree equals 1,000 hours of supervised experience.

(2) A bachelor degree equals 2,000 hours of supervised experience.

(3) A master or doctoral degree equals 4,000 hours of supervised experience.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07; **correction in (intro.) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.**

**SPS 161.09 Work experience restrictions. (1)** All experience other than educational equivalencies shall be in the areas of the practice dimensions with a patient who has a primary substance use disorder diagnosis under appropriate clinical supervision.

(2) Experience beyond 40 hours per week and 2,000 hours per calendar year may not be counted.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07.

**SPS 161.10 Display of credential.** The credential or certificate of biennial certification shall be displayed in a prominent place at the location where services are provided by each person while certified by the department.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07.

**SPS 161.11 Certification by reciprocity. (1)** Applicants who hold a credential substantially similar to a clinical substance abuse counselor who are credentialed in another state or territory that is a member of the International Certification Reciprocity Consortium shall:

(a) Meet the requirements of ss. SPS 161.03 and 161.04 (3) (a) and (f).

(b) Provide verification of the applicant's eligibility for reciprocity by the International Certification Reciprocity Consortium.

(c) Provide verification of the applicant's credentials in all states or countries in which the applicant has ever held a credential.

(2) Applicants who hold a credential substantially similar to an independent clinical supervisor issued by another state or territory that is a member of the International Certification Reciprocity Consortium shall:

(a) Meet the requirements of ss. SPS 161.03 and 161.05 (3) (a) and (e).

(b) Provide verification of the applicant's eligibility for reciprocity by the International Certification Reciprocity Consortium.

(c) Provide verification of the applicant's credentials in all states and countries in which the applicant has held a credential.

(d) Show evidence of holding a valid current certification as an independent substance abuse counselor in Wisconsin or concurrently submits an application for reciprocal credentialing

which satisfies the terms of s. SPS 161.11 (1).

(3) Applicants who hold a credential substantially similar to a prevention specialist issued by another state or territory that is a member of the International Certification Reciprocity Consortium shall:

(a) Meet the requirements of ss. SPS 161.03 and 161.06 (2) (b) and (e).

(b) Provide verification of the applicant's eligibility for reciprocity by the International Certification Reciprocity Consortium.

(c) Provide verification of the applicant's credentials in all states and countries in which the applicant has held a credential.

**History:** CR 07-031: cr. Register November 2007 No. 623, eff. 12-1-07; correction in (1) (a) made under s. 13.92 (4) (b) 7., Stats., Register April 2009 No. 640; correction in (1) (a), (2) (a), (d), (3) (a) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.