

## Chapter SFC 11

### APPLICATION FOR PROFESSIONAL COUNSELOR CERTIFICATION

SFC 11.01 Application for certification as a professional counselor.  
 SFC 11.015 Application for a professional counselor training certificate.  
 SFC 11.02 Examination required.

SFC 11.035 Temporary certificate.  
 SFC 11.04 Reciprocal certificate.

Note: Chapter SFC 11 was created as an emergency rule effective April 26, 1993.

**SFC 11.01 Application for certification as a professional counselor.** (1) In addition to paying the fee under s. 440.05 (1), Stats., an applicant for certification as a professional counselor shall submit the completed, signed application form and:

(a) A certificate of professional education, signed and sealed by the chancellor, dean or registrar of the school from which the applicant has graduated with an approved degree. An applicant who does not have a master's or doctoral degree in professional counseling shall be considered for certification as a professional counselor upon the professional counselors section's receipt of a complete description of the academic program which the applicant proposes as the equivalent of a master's or doctoral degree in professional counseling. The professional counselors section may request additional information as necessary to complete the evaluation of the applicant's academic program for compliance with s. SFC 14.01 or 14.02.

(b) Verification that the institution which awarded the degree was a regionally accredited college or university, or accredited by the commission for accreditation of counseling and related educational programs, or the council on rehabilitation education at the time the applicant graduated from the school.

(c) An affidavit from the applicant that the applicant has, after receiving a master's or doctoral degree, completed the required period of supervised practice under the supervision of a person qualified to supervise the applicant's practice.

(d) Verification of successful completion of the examination required.

(e) Verification of the applicant's licensure in all jurisdictions in which the applicant has ever been credentialed.

(f) For all applicants who have been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicants' driver's license, or who have such charges pending against them, all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of the practice under the certificate.

(2) An applicant may submit, but is not required to submit, evidence of certification by a professional organization.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 11.015 Application for a professional counselor training certificate.** In addition to paying the fee under s. 440.05 (6), Stats., an applicant for a professional counselor training certificate shall submit the completed, signed application form and the materials required under s. SFC 11.01 (1) (a), (b), (e) and (f). The applicant shall also cause the applicant's employer to confirm in writing directly to the section that the applicant is employed full-time, or has an offer of full-time employment, in supervised professional counseling practice which meets the requirements of ch. SFC 12. The application is not complete until

the confirmation from the applicant's employer is received by the section.

History: Cr. Register, January, 1995, No. 469, eff. 2-1-95.

**SFC 11.02 Examination required.** Unless an applicant is exempt from the examination requirement, an applicant for certification as a professional counselor shall pass both parts of the examination required under s. 457.12 (4), Stats., consisting of the Wisconsin statutes and rules examination and either the national counselor examination or the certified rehabilitation counselor examination. The professional counselors section may not grant certification to an applicant who has not passed the examination unless the applicant is exempt from the examination requirement.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93.

**SFC 11.03 Exceptions to examination requirement.** History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; r. Register, November, 1999, No. 527, eff. 12-1-99.

**SFC 11.035 Temporary certificate.** The section may issue a temporary certificate permitting the use of the title "professional counselor" to an individual who pays the fee under s. 440.05 (6), Stats., and who meets all the qualifications for the certificate except for passing the required examination. The temporary certificate expires 9 months after its issuance or upon notification of failure of passing the required examination under s. 457.12 (4), Stats., whichever occurs earlier. The temporary certificate may not be renewed.

History: Cr. Register, October, 1998, No. 514, eff. 11-1-98.

**SFC 11.04 Reciprocal certificate.** The professional counselor section shall grant a certificate as a professional counselor under s. 457.12, Stats., to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following to the section:

(1) The applicant has a current credential as a professional counselor or the substantial equivalent in good standing in another state or territory of the United States.

(2) The requirements for the grant of the credential in the other state or territory of the United States are substantially equivalent to the requirements for the grant of a certificate under s. 457.12, Stats.

(3) The applicant has disclosed all discipline ever taken or currently pending against the applicant or any professional credential held by the applicant by any credentialing authority of any state or territory of the United States.

(4) If the applicant has been convicted of a crime, or of a traffic offense which did or could result in the suspension or revocation of the applicant's driver's license, or the applicant has such charges pending against the applicant, the applicant has disclosed all information necessary for the section to determine whether the circumstances of the pending charge or conviction are substantially related to the duties of practice under a professional counselor certificate.

History: Cr. Register, November, 1994, No. 467, eff. 12-1-94.