

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 261-7083  
**Phone #:** (608) 266-2112

**Ship To:** 1400 E. Washington Avenue  
Madison, WI 53703  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING** **INFORMATION FOR SUBSTANCE ABUSE COUNSELOR APPLICATIONS**

### **SUBSTANCE ABUSE COUNSELOR IN TRAINING (SAC-IT) REQUIREMENTS:**

- High school diploma or the equivalent
- 100 hours of specialized education in the content areas below:

<b>CONTENT AREA</b>	<b>HOURS</b>
Substance Abuse Assessment	15
Substance Abuse Counseling	15
Substance Abuse Case Management	10
Substance Abuse Education	15
Substance Abuse Professional Responsibility	20
Electives within the performance domains listed above	25

**TOTAL      100**

- Provide employment verification including a qualified supervisor
- Take and pass the Wisconsin Statutes and Rules Exam

### **SUBSTANCE ABUSE COUNSELOR (SAC) REQUIREMENTS:**

- Must hold a SAC-IT license
- High school diploma or the equivalent
- 360 hours of specialized education in content areas listed below, obtained through a Department approved program (view our website for a list of approved programs: <http://dsps.wi.gov/Default.aspx?Page=5a00ceb8-f93c-4c10-b2dc-8dcfc96dda60>).

<b>CONTENT AREA</b>	<b>HOURS</b>
Substance Abuse Assessment	60
Substance Abuse Counseling	60
Substance Abuse Case Management	60
Substance Abuse Education	60
Substance Abuse Professional Responsibility	60
Electives within the performance domains listed above	60

**TOTAL      360**

- Completion of 4000 hours of work experience described in Form (#2749), within five (5) years immediately preceding the date of application. NOTE: Experience in excess of 40 hours per week, or 2000 hours per year will not be accepted.
- Obtain a passing score for the ICRC exam (view ICRC section on the following page)
- Take and pass the Wisconsin Rules and Statutes Exam (within the last 5-years)

# Wisconsin Department of Safety and Professional Services

## CLINICAL SUBSTANCE ABUSE COUNSELOR (CSAC) REQUIREMENTS:

- Must hold a SAC-IT license
- High school diploma or the equivalent
- An Associate's, Bachelor's, Master's or Doctoral degree in behavioral science field
- 360 hours of specialized education in content areas listed below, obtained through a Department approved program (view our website for a list of approved programs <http://dsps.wi.gov/Default.aspx?Page=5a00ceb8-f93c-4c10-b2dc-8dcfc96dda60>).

<b>CONTENT AREA</b>	<b>HOURS</b>
Substance Abuse Assessment	60
Substance Abuse Counseling	60
Substance Abuse Case Management	60
Substance Abuse Education	60
Substance Abuse Professional Responsibility	60
Electives within the performance domains listed above	60

**TOTAL 360**

- Completion of 7000 hours of work experience as described in Form (#2749), within five (5) years immediately preceding the date of application. NOTE: Experience in excess of 40 hours per week, or 2000 hours per year will not be accepted.
- Obtain a passing score for the ICRC exam (view ICRC section below)
- Take and pass the Wisconsin Rules and Statutes Exam (within the last 5-years)
- Reciprocity may be granted if the applicant for CSAC holds a credential from a state whose requirements are substantially equivalent to the current Wisconsin requirements (**Form #2786**).

## INTERNATIONAL CERTIFICATION AND RECIPROCIITY CONSORTIUM (ICRC) EXAM REQUIRED OF ALL ELIGIBLE SAC AND CSAC APPLICANTS:

- Applicants must apply for the credential and have completed all education requirements.
- If you have already taken the ICRC examination and received a passing score, that score will be accepted if sent directly from ICRC. Contact ICRC directly at: 717-540-4457.
- Applicant must live or work in the state of Wisconsin 51% or more of the time.

## WISCONSIN STATUTES AND RULES EXAM:

- The Department will provide applicants with an ID number and password once the application and fees are received and reviewed.
- The Wisconsin Statutes and Administrative Rules are located on the Department website at <http://dsps.wi.gov>.

To view the status of your application visit the Department website at: <http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx>.

**MAILING INSTRUCTIONS:** Mail the Application for Licensure, the appropriate fee, and documentation to the following address:

### **MAILING ADDRESS:**

DSPS  
ATTN: SUBSTANCE ABUSE  
P.O. BOX 8935  
MADISON WI 53708-8935

### **EXPRESS DELIVERY:**

DSPS  
ATTN: SUBSTANCE ABUSE  
1400 E. WASHINGTON AVE  
MADISON WI 53703

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### APPLICATION FOR SUBSTANCE ABUSE COUNSELORS

**Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stat. § 440.12).**

<b>PLEASE TYPE OR PRINT IN INK</b> <input type="checkbox"/> Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).			
Last Name	First Name	MI	Former/Maiden Name(s)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address (street, city, state, zip)		Daytime Telephone Number	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Mailing Address (if different)		Date of Birth	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Social Security #		Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.	
<input style="width: 95%;" type="text"/>			
<i>Ethnicity/gender status information is optional.</i>			
<b>Ethnicity:</b> <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other <b>Sex:</b> <input type="checkbox"/> M <input type="checkbox"/> F			
<b>Email Address:</b>			
<input style="width: 95%;" type="text"/>			

**APPLICATION FEES:** Please check applicable box. Make check payable to DSPS and attach to this application.

- I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see page 2 for further information)
- SACIT Certification (Substance Abuse Counselor In Training)**
  - \$ 75.00 Initial Credential Fee
  - \$ 75.00 Wisconsin Statute and Rule Exam Fee
  - \$ 150.00 Total Fee Attached**
- SAC Certification (Substance Abuse Counselor)**
  - \$ 75.00 Initial Credential Fee
  - \$ 75.00 Wisconsin Statute and Rule Exam Fee (This fee is not required if you have already taken and passed this exam for another Substance Abuse credential in the last 5-years.)
  - \$ 115.00 ICRC Written Exam Fee (not required if passed)
  - \$ 265.00 Total Fee Attached**
- CSAC Certification (Clinical Substance Abuse Counselor)**
  - \$ 75.00 Initial Credential Fee
  - \$ 75.00 Wisconsin Statute and Rule Exam Fee (This fee is not required if you have already taken and passed this exam for another Substance Abuse credential within the last 5-years.)
  - \$ 115.00 ICRC Written Exam Fee (not required if passed)
  - \$ 265.00 Total Fee Attached**
- Convictions and Pending Charges (additional Fee)**
  - \$ 8.00** Submit this fee if Form (#2252) is applicable

**For Receiving Use Only (130/131/132)**

# Wisconsin Department of Safety and Professional Services

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

**Substance Abuse Counselor-in-Training**

- A. Application (Form #2743) and fees
- B. Letters from all State Boards where licensed (includes active and inactive licenses, if applicable)
- C. Wisconsin Statutes and Rules Examination
- D. Employment Verification (Form #2770)
- E. Certificate of Completion of a Department approved Substance Abuse Education Program (Form #3079) or
- F. Certificate of Completion of an Organized Educational Field Experience (Form #3080) or
- G. Completion of 100 Hours of Specialized Education (Form #2832) with proof of attendance and completion
- H. Conviction and Pending Charges (Form #2252, if applicable)
- I. Malpractice Suits and claims (Form #2928, if applicable)

**Substance Abuse Counselor**

- A. Application (Form #2743) and fees
- B. Letters from all State Boards where licensed (includes active and inactive licenses, if applicable)
- C. Wisconsin Statutes and Rules Examination
- D. Certificate of Completion of a Department approved Substance Abuse Education Program (Form #3079)
- E. International Certification and Reciprocity Consortium (ICRC) written examination taken through DSPS, WCB, or other certifying agency.
- F. Supervised Experience Form (Form #2749)
- G. Conviction and Pending Charges (Form #2252, if applicable)
- H. Malpractice Suits and claims (Form #2928, if applicable)

**Clinical Substance Abuse Counselor**

- A. Application (Form #2743) and fees
- B. Letters from all State Boards where licensed (includes active and inactive licenses, if applicable)
- C. Wisconsin Statutes and Rules Examination
- D. Certificate of Completion of a Department approved Substance Abuse Education Program (Form #3079)
- E. Official transcripts indicating proof of degree in a behavioral science field, sent directly from the school to the Department.
- F. International Certification and Reciprocity Consortium (ICRC) written examination taken after June 1, 2008 (unless you have completed the ICRC Case Presentation Method oral examination through DSPS, WCB, or other jurisdiction of the ICRC).
- G. Supervised Experience Form (Form #2749)
- H. Conviction and Pending Charges (Form #2252, if applicable)
- I. Malpractice Suits and claims (Form #2928, if applicable)

**ARE YOU A VETERAN?** If yes, please view the Department website at <http://dsps.wi.gov> under "License, Permits, and Registrations" and select "Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses" for eligibility requirements.

**If you qualify, are you requesting a waiver of your initial credentialing fee?**  Yes  No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

**If you qualify, are you requesting equivalency of your Military Training and experience?**  Yes  No

If Yes, complete and return the Veteran Request Application Addendum (Form #2996). This form must be included with this application.

**If you qualify, are you requesting Temporary Spousal Reciprocal License?**  Yes  No

If Yes, do not complete this form. You must complete and return the Application for Temporary Spousal Reciprocal License (Form #2982).

**You may contact the DVA at 1-800-WisVets or [www.WISVET.com](http://www.WISVET.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training.**

**EDUCATION**

Date of Graduation:  /  /

Name of High School/or Equivalent:

High School/or Equivalent Address:

**LIST SCHOOL(S)**

Name of School(s)	Date Attended	Major	Diploma/Degree Received	Date of Graduation
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>

# Wisconsin Department of Safety and Professional Services

## FOREIGN DEGREES

Was your degree issued by a school outside of the U.S.?  Yes  No

Applicants with a degree awarded by a foreign institution of higher learning are required to submit a transcript in English from an approved credentialing evaluation service. View the Department website at <http://dsps.wi.gov> for a list of approved services.

**I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S):** (include all active and inactive states)

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For each credential listed above, you are required to have each State Board or territory of the United States submit a letter of verification to the Wisconsin Department of Safety and Professional Services. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

**ANSWER THE FOLLOWING QUESTIONS** (Attach additional sheets if necessary)

1.	Have you ever applied for and been denied a credential (license, certification or registration) in any profession? <b>If yes, give details on an attached sheet, including the name of the profession and the licensing authority.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Has your credential (license, certification, registration) in any profession ever been restricted, revoked, suspended, limited, surrendered or canceled, or has any other disciplinary action been taken against it in Wisconsin or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the authority.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Have you ever surrendered or canceled your credential (license, certification, or registration) in lieu of disciplinary proceedings by the issuing authority in any profession in Wisconsin or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the authority.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Have you ever been the subject of a disciplinary action by a regulatory committee of a professional association? <b>If yes, give details on an attached sheet, including the name of the association.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the authority.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Have you ever been convicted of a misdemeanor or a felony or do you have any felony or misdemeanor charges pending against you? <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Are you incarcerated, on probation or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer. <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Have any suits or claims ever been filed against you as a result of professional services? <b>If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition and Malpractice Suits and Claims form (#2829).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Is there anything that will prevent you from performing the essential tasks of this profession as generally understood in the profession and as defined in Wisconsin Statutes? <b>If yes, give details on an attached sheet.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

## CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

## AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#2743 (Rev. 1/16)

Ch. 457, Stats.