

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
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING SUBSTANCE ABUSE COUNSELORS-IN-TRAINING

COMPLETION OF 100 HOURS OF SPECIALIZED EDUCATION

Last Name	First Name	MI	Former / Maiden Name(s)

INSTRUCTIONS FOR REPORTING 100 HOURS OF EDUCATION:

1. Complete pages 2 through 7 to report education hours for each of the domains and electives. Review the chart below for credit hours you will need in each of the domains and electives.
2. Read the definition of the domain before filling out the page content. Consider whether a course specifically addresses the domain definition before listing it on the page.
3. You must provide a course description, proof of attendance, and completion for each course listed on the following pages.
4. You may not count any credit hour more than once. Each course credit equals 15 hours. For example, a 3-credit course is equivalent to 45-hours.

HOUR REQUIREMENTS:

Substance Abuse Counselor-In-Training core curriculum.

CONTENT AREA	HOURS
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

DISCLAIMER: This document was completed by a former student and is meant ONLY as an example of how you might complete this document and should NOT be reproduced.

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ASSESSMENT (15 HOURS REQUIRED)

“Assessment” means education on the comprehensive process of collecting pertinent data about patient or patient systems and their environment and appraising the data as a basis for making decisions regarding substance use disorder diagnosis and treatment or referral. The education shall consist of culturally inclusive studies in understanding addiction, psychopharmacology, recognition, and differentiation of co-occurring medical and psychological disorders, clinical evaluation, and treatment planning.

You must provide course descriptions, proof of attendance and completion for each course listed below:

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours
Psychopathology	UW-Madison	Angela Willits	09/12/17	15
TOTAL:				15

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COUNSELING (15 HOURS REQUIRED)

“Counseling” means education, which includes the study of fundamental theories, principles, and techniques of substance use disorder counseling to facilitate the progress of diverse patients toward mutually determined treatment goals and objectives using culturally sensitive modalities. Counseling education shall include studies of understanding addiction, recognized treatment theory, and practice, the recovery process, effective strategies for meeting the counseling needs of diverse patients, crisis management skills, and treatment of co-occurring medical and psychological disorders.

You must provide course descriptions, proof of attendance and completion for each course listed below:

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours
Psychopathology	UW-Madison	Angela Willits	09/12/19	15
TOTAL:				15

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CASE MANAGEMENT (10 HOURS REQUIRED)

“Case Management” means education on culturally appropriate administrative, clinical, and evaluative activities included in the process of coordinating and prioritizing patient treatment goals and working with the patient and significant others, as well as other services, agencies and resources to achieve those treatment goals. The education shall include; studies in implementing treatment plans including continuing assessment, the referral process, service coordination, including for co-occurring medical and psychological disorders, record management and documentation and utilizing the written client record to guide and monitor services to reach measurable goals and objectives.

You must provide course descriptions, proof of attendance and completion for each course listed below:

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours
Generalist Practice w/ Individuals, Families and Groups	UW-Madison	Angela Willits	09/06/16	15
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TOTAL:				15

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EDUCATION (15 HOURS REQUIRED)

“Education” means the process of providing patients, groups, families, couples, significant others, and communities with information on risks related to substance use, the processes of dependence including signs, symptoms and behavior patterns, and available resources for prevention, treatment, and recovery in culturally relevant ways. The education shall include studies in understanding addiction, the classification and basic pharmacology of drugs, basic physiology and the effects of drug use on the human body and patient, learning styles and teaching methods, delivery of educational programs, health and behavior problems related to substance use including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted infections, and other infectious diseases, and basic life skills such as stress management, communication, and assertiveness.

You must provide course descriptions, proof of attendance and completion for each course listed below:

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours
SW 453: Alcohol and other drugs	UW-Madison	Nick Yackovich	01/20/15	15
TOTAL:				15

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PROFESSIONAL RESPONSIBILITY (20 HOURS REQUIRED)

“Professional responsibility” means education, which addresses standards of conduct or professional behavior expectations for counselors, supervisors, and prevention workers. Professional behavior areas to be studied shall include, at a minimum, legal issues specific to substance use disorder professional practice, patient welfare as a primary concern, responsibility for professional competence and professional development, participation in ongoing supervision and consultation, counselor values and self-care, relationships with other professionals and institutions and the establishment of limits and boundaries in the patient relationship. This education shall also address the impact of specific cultural, ethnic, and racial influences and expectations.

You must provide course descriptions, proof of attendance and completion for each course listed below:

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours
Advanced social work practice in mental health	UW-Madison	Lynette Studer	09/24/17	15
Social Policy	UW-Madison	Alejandra Ros Pilarz	01/17/17	15
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TOTAL:				30

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ELECTIVES WITHIN THE PERFORMANCE DOMAINS (25 HOURS REQUIRED)

Electives are approved substance abuse disorder treatment related hours that you took within the performance domains that are above and beyond the 60 hours of assessment training, case management, substance use disorder counseling, education and professional responsibility required for each performance domain.

You must provide course descriptions, proof of attendance and completion for each course listed below:

Title of Training	Training Offered by	Name of Trainer	Dates of Attendance	Total Classroom Hours
Advanced social work practice in mental health	UW-Madison	Lynette Studer	09/12/17	15
Juvenile and Criminal Justice Field Seminar	UW-Madison	Stephen Tupper	09/09/16	15
Social Work with Ethnic and Racial Groups	UW-Madison	Jacquelyn Boggess	01/19/17	15
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TOTAL:				45