



---

## PROFESSIONAL COUNSELOR SECTION

### MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING AND SOCIAL WORK EXAMINING BOARD

Room 121A, 1400 East Washington Avenue, Madison

Contact: Dan Williams (608) 266-2112

April 28, 2014

*The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Section. A quorum of the Board may be present.*

### AGENDA

9:00 A.M.

#### OPEN SESSION – CALL TO ORDER – ROLL CALL

A. **Adoption of Agenda (1-4)**

B. **Approval of Minutes of December 2, 2013 (5-6)**

C. **Administrative Updates**

1) Staff Updates

2) Elections of Board Officers, Appointment of Liaisons, and Delegations **(7-11)**

D. **Review of Department of Safety and Professional Services Form # 2464 (12-17)**

E. **Discussion and Consideration of Legislative and Administrative Rules (18-22)**

1) MPSW 10, 11, 14 (CR 13-009) Relating to Education

2) MPSW 10,11,12,14 Relating to Licensure, Education, Exam, and Supervised Practice

3) Status of Pending and Possible Rule Projects

F. Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Matters
- 6) Legislation and Administrative Rule Matters
- 7) Liaison Reports
- 8) Informational Items
- 9) Disciplinary Matters
- 10) Presentations of Petitions for Summary Suspension
- 11) Presentation of Proposed Stipulations, Final Decisions and Orders
- 12) Presentation of Proposed Decisions
- 13) Petitions for Re-Hearing
- 14) Petitions for Assessments
- 15) Petitions to Vacate Orders
- 16) Petitions for Designation of Hearing Examiner
- 17) Requests for Disciplinary Proceeding Presentations
- 18) Petitions
- 19) Appearances from Requests Received or Renewed
- 20) Speaking Engagement(s), Travel, or Public Relation Request(s)

G. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

H. **Deliberation of Division of Legal Services and Compliance Matters**

- 1) Proposed Stipulations, Final Decisions and Orders
  - i. 12CPC004 (M.A.W.) **(23-29)**
  - ii. 12CPC076 (R.S.) **(30-36)**
  - iii. 13CPC019 (J.B.B.) **(37-42)**
- 2) Proposed Administrative Warnings
  - i. 13CPC024 (M.K.S.) **(43-44)**
  - ii. 13CPC018 (G.B.B.) **(45-46)**
- 3) Case Status Report **(47)**
- 4) Case Closing(s)

I. **Deliberation of Credentialing Matters**

- 1) Review of Applications

J. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Order
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Case Closings
- 12) Case Status Report
- 13) Petitions for Extension of Time
- 14) Proposed Interim Orders
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Remedial Education Cases
- 18) Motions
- 19) Petitions for Re-Hearing
- 20) Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

L. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

M. Open Session Items Noticed Above not Completed in the Initial Open Session

**ADJOURNMENT**

The next meeting is scheduled for July 29, 2014.

Page intentionally left blank

**PROFESSIONAL COUNSELORS SECTION  
VIRTUAL CONFERENCE  
MEETING MINUTES  
DECEMBER 2, 2013**

**PRESENT:** Charles Lindsey, Leslie Mirkin, Allison Gordon

**STAFF:** Dan Williams, Executive Director; Sharon Henes, Paralegal; Matt Guidry, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Charles Lindsey, Chair, called the meeting to order at 10:36 a.m. A quorum of three (3) members was confirmed.

**APPROVAL OF AGENDA**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to approve the agenda as published. Motion carried unanimously.

**MINUTES**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to approve the minutes of October 21, 2013 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to cancel the January 28, 2014 Professional Counselors Section Meeting. Motion carried unanimously

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to delegate Charles Lindsey to draft and send a letter to Representative Nass indicating that the Section will amend MPSW 11 to allow reciprocity based on experience, or reciprocity based on education. The letter will be attached as part of the Legislative Report on Clearinghouse Rule 13-009. Motion carried unanimously

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, per the request of the Joint Board to designate specific Continuing Education Hours for Professional Counselors, the Professional Counselor Section determined to not specify a designated fifteen (15) Continuing Education Hours of the required thirty (30). Motion carried unanimously

**CLOSED SESSION**

**MOTION:** Allison Gordon moved seconded by Leslie Mirkin, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Charles Lindsey read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote:

Allison Gordon-yes; Leslie Mirkin-yes; Charles Lindsey-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:45 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 12:06 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to affirm all motions made in closed session. Motion carried unanimously.

**CREDITIALING MATTERS**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to grant the Valerie Henderson, PhD request for renewal of her Temporary License to expire September 1, 2014, once all other requirements have been met. Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to delegate the Chair of the Section the authority to review and approve requests for Training License and Temporary License Renewals. Motion carried unanimously

**ADJOURNMENT**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:07 p.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Matthew Guidry, Bureau Assistant</b>		2) Date When Request Submitted:  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>Professional Counselors Section</b>			
4) Meeting Date:	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Officer Elections, Appointment of Liaisons, and Delegations of Authorities of the Board</b>	
7) Place Item in: <input type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

Please note the following information is from the February 26, 2013 Professional Counselors Section Meeting Minutes, and may have since been revised.

Appointments	
Credentialing & Education Review	Charles Lindsey, Leslie Mirkin
Examination Liaison	Charles Lindsey
Continuing Education	Charles Lindsey
Legislative Liaison	Leslie Mirkin
Travel Liaison	Allison Gordon
Division of Legal Services and Compliance Liaison Monitoring and (PAP) Professional Assistance Procedure	Leslie Mirkin
Practice Question Liaison	Charles Lindsey
Screening Panel	Allison Gordon, Leslie Mirkin

Delegated Motions previously passed in 2013.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, that complaints that may be received against DVR staff be opened at the discretion of legal counsel with guidance and advice from Charles Lindsey. Allison Gordon and Leslie Mirkin recuse themselves from such matters. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon that the Section delegates authority to the Chair or designated Section member to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair or Section member has the ability to delegate this signature authority to the Executive Director for purposes of facilitating the completion of assignments during or between meetings. The Chair or Section member delegates the authority to the Executive Director, to sign the name of the Chair or Section member on documents as necessary. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to adopt the Roles and Authorities Delegated to the Monitoring Liaison document. Motion carried unanimously.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Ashley Horton  Department Monitor Division of Legal Services and Compliance		2) Date When Request Submitted:  December 20, 2013  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:			
4) Meeting Date:	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Monitoring: Appointment of Monitoring Liaison and Delegated Authority Motion	
7) Place Item in:  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  1. Appointment of 2014 Monitoring Liaison  2. Delegated Authority Motion:  <i>“_____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i>			
11) <span style="float: right;">Authorization</span>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  </div> <div style="width: 30%; text-align: center;">           December 20, 2013         </div> <div style="width: 30%;"></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 20%; text-align: center;">Date</div> <div style="width: 20%;"></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 20%; text-align: center;">Date</div> <div style="width: 20%;"></div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 20%; text-align: center;">Date</div> <div style="width: 20%;"></div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## **Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor**

The Monitoring Liaison is a board designee who works with department monitors to enforce the Board's orders as explained below.

### **Current Authorities Delegated to the Monitoring Liaison**

The Liaison may take the following actions on behalf of the Board:

1. Grant a temporary reduction in random drug screen frequency upon Respondent's request if he/she is unemployed and is otherwise compliant with Board order. The Department Monitor will draft an order and sign on behalf of the Liaison. The temporary reduction will be in effect until Respondent secures employment in the profession.
2. Grant a stay of suspension if Respondent is eligible per the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board approval. The Department Monitor will notify Respondent of the Liaison's decision.
5. Grant a maximum 90-day extension, if warranted and requested in writing by Respondent, to complete Board-ordered CE, pay proceeding costs, and/or pay forfeitures upon Respondent's request.

### **Current Authorities Delegated to the Department Monitor**

The Department Monitor may take the following actions on behalf of the Board, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board-ordered CE and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

### **Clarification**

1. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. (This is consistent with current practice.)

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted:  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>MPSW Joint Board - Professional Counselor Section</b>			
4) Meeting Date:  <b>4/28/14</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Review of DSPS Form #2464 – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  <b>See attached form for possible discussion and possible revision.</b>			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

# Wisconsin Department of Safety and Professional Services

**Mail To: P.O. Box 8935  
Madison, WI 53708-8935**

1400 E. Washington Avenue  
Madison, WI 53703

**FAX #:** (608) 261-7083  
**Phone #:** (608) 266-2112

E-Mail: web@dsps.wi.gov  
Website: http://dsps.wi.gov

## MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

### DOCUMENTATION OF CLINICAL EXPERIENCE GAINED UNDER TRAINING LICENSE- SUPERVISOR'S AFFIDAVIT OF APPLICANT'S COMPETENCIES

(A copy of this form is to be completed by each supervisor.)

MPSW 12 of the Wisconsin Administrative Code requires an affidavit that the applicant, after receiving an appropriate master's degree will complete at least 3,000 hours of supervised professional counseling practice in no less than 2 years, including at least 1,000 hours of face-to-face client contact. Or, the applicant will have completed, either during or after completion of a doctoral degree program, at least 1,000 hours of supervised professional counseling practice. This experience will include the diagnosis and treatment of mental, emotional, or behavioral disorders using established methods (Wis. Stats. 457.01(8m); or the provision of rehabilitation counseling. Consistent with MPSW 12 and MPSW 10.01(6), supervision requires one hour of face-to-face individual or group (no more than 6 supervisees) supervision of at least one-hour duration during each week of supervised practice. The supervisor may exercise discretion in averaging out supervision over the course of the period of supervision. The supervisor meets the criteria under s. MPSW 12, Wis. Admin. Code.

**Please Type or Print In Ink**

**NAME OF APPLICANT:** \_\_\_\_\_

**APPLICANT'S TRAINING LICENSE NUMBER:** \_\_\_\_\_

**NAME OF SUPERVISOR (please print):** \_\_\_\_\_

**SUPERVISOR'S LICENSURE: Profession:** \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**Supervisor, check box indicating your qualification and sign below:**

- An individual licensed as a professional counselor, who has received a doctorate degree in professional counseling.
- An individual licensed as a professional counselor, who has engaged in the equivalent of 5 years of full-time professional counseling.
- A psychiatrist or psychologist licensed under ch. 455.
- A person employed by the division of vocational rehabilitation as a vocational rehabilitation supervisor, who is licensed as a professional counselor or who has engaged in the equivalent of 5 years of full-time professional counseling.
- Another individual approved in advance by the Professional Counselor section. Applicant must include a current resume of the requested supervisor indicating professional credentials, including PC related training, clinical and supervisory experience. Also enclose a written explanation of the reason this individual is being requested instead of one of the professionals listed above.

Beginning and ending dates the applicant was under my supervision:

From: \_\_\_\_\_ To: \_\_\_\_\_  
month day year month day year

In the process of gathering 3000 hours of total experience, this applicant accumulated \_\_\_\_\_ hours of face-to-face client contact. During this time, I met with the applicant for \_\_\_\_\_ hours of face-to-face supervision.

Name and address of facility where applicant accumulated client-contact: \_\_\_\_\_

Brief description of applicant's clinical responsibilities in this position: \_\_\_\_\_

<b>EVALUATION OF APPLICANT:</b> To complete the supervision requirements, applicants must demonstrate minimum competency in the areas listed below (Wis. Stats 457.01(8m)). Please check your evaluation of the applicant in each area listed below.	<b><u>YES</u></b>	<b><u>NO</u></b>
1) <u>Conducting Appropriate Evaluation and Assessment</u>  Applicant was able to evaluate and assess difficulties and strengths in psychosocial functioning of a group, family, couple or individual; or was able to assess functional limitations within a rehabilitation setting.	<input type="checkbox"/>	<input type="checkbox"/>



# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

1400 E. Washington Avenue  
Madison, WI 53703

FAX #: (608) 261-7083  
Phone #: (608) 266-2112

E-Mail: web@dsps.wi.gov  
Website: http://dsps.wi.gov

## MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

### DOCUMENTATION OF CLINICAL EXPERIENCE GAINED UNDER TRAINING LICENSE- SUPERVISOR'S AFFIDAVIT OF APPLICANT'S COMPETENCIES

(A copy of this form is to be completed by each supervisor.)

MPSW 12 of the Wisconsin Administrative Code requires an affidavit that the applicant, after receiving an appropriate master's degree will complete at least 3,000 hours of supervised professional counseling practice in no less than 2 years, including at least 1,000 hours of face-to-face client contact. Or, the applicant will have completed, either during or after completion of a doctoral degree program, at least 1,000 hours of supervised professional counseling practice. This experience will include the diagnosis and treatment of mental, emotional, or behavioral disorders using established methods (Wis. Stats. 457.01(8m); or the provision of rehabilitation counseling. Consistent with MPSW 12 and MPSW 10.01(6), supervision requires one hour of face-to-face individual or group (no more than 6 supervisees) supervision of at least one-hour duration during each week of supervised practice. The supervisor may exercise discretion in averaging out supervision over the course of the period of supervision. The supervisor meets the criteria under s. MPSW 12, Wis. Admin. Code.

Please Type or Print In Ink

NAME OF APPLICANT: \_\_\_\_\_

APPLICANT'S TRAINING LICENSE NUMBER: \_\_\_\_\_

NAME OF SUPERVISOR (please print): \_\_\_\_\_

SUPERVISOR'S LICENSURE: Profession: \_\_\_\_\_ NUMBER: \_\_\_\_\_

#### Supervisor, check box indicating your qualification and sign below:

- An individual licensed as a professional counselor, who has received a doctorate degree in professional counseling.
- An individual licensed as a professional counselor, who has engaged in the equivalent of 5 years of full-time professional counseling.
- A psychiatrist or psychologist licensed under ch. 455.
- A person employed by the division of vocational rehabilitation as a vocational rehabilitation supervisor, who is licensed as a professional counselor or who has engaged in the equivalent of 5 years of full-time professional counseling.
- Another individual approved in advance by the Professional Counselor section. Applicant must include a current resume of the requested supervisor indicating professional credentials, including PC related training, clinical and supervisory experience. Also enclose a written explanation of the reason this individual is being requested instead of one of the professionals listed above.

Beginning and ending dates the applicant was under my supervision:

From: \_\_\_\_\_ To: \_\_\_\_\_  
month day year month day year

In the process of gathering 3000 hours of total experience, this applicant accumulated \_\_\_\_\_ hours of face-to-face client contact. During this time, I met with the applicant for \_\_\_\_\_ hours of face-to-face supervision.

Name and address of facility where applicant accumulated client-contact: \_\_\_\_\_

Brief description of applicant's clinical responsibilities in this position: \_\_\_\_\_

(Used 2464 as base template; keep original for when rule changes) (DRAFT 4/28/14) -OVER-  
Ch. 457, Stats.  
Committed to Equal Opportunity in Employment and Licensing

<b>EVALUATION OF APPLICANT:</b> <del>To complete the supervision requirements, applicants must demonstrate minimum competency in the areas listed below (Wis. Stats 457.01(8m)).</del> Please check your evaluation of the applicant in each area listed below.	<b><u>YES</u></b>	<b><u>NO</u></b>
<p><u>Applicants must demonstrate minimum competency in the areas listed below.</u></p> <p><del>1. <u>1) Conducting Appropriate Evaluation and Assessment</u> Applicant was able to demonstrate skill in counseling principles and techniques.</del></p> <p><u>2. Applicant used established methods for effective case management.</u></p> <p><u>3. Applicant was able to evaluate and assess difficulties and strengths in psychosocial functioning of a group, family, couple or individual; or was able to assess functional limitations within a rehabilitation setting.</u></p> <p><u>4. Applicant knows and understands the ethics and laws related to the profession.</u></p> <p><u>5. Applicant was able to demonstrate professional and community interaction.</u></p> <p><del>Applicant was able to evaluate and assess difficulties and strengths in psychosocial functioning of a group, family, couple or individual; or was able to assess functional limitations within a rehabilitation setting.</del></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>Applicants must demonstrate minimum competency in at least three of the areas listed below.</u></p> <ul style="list-style-type: none"> <li><u>• Applicant demonstrated the ability to coordination and supervision of services.</u></li> <li><u>• Applicant demonstrated skill in individual and group and family, or individual and group or family counseling techniques.</u></li> <li><u>• Applicant demonstrated skill in assessment planning, administration and interpretation.</u></li> <li><u>• Applicant demonstrated knowledge with service delivery systems and the makes appropriate referrals to other health providers and resources in the community.</u></li> <li><u>• Applicant demonstrated ability in counseling plan development.</u></li> <li><u>• Applicant demonstrated the ability to provide legal testimony as a professional counselor.</u></li> <li><u>• Applicant demonstrated the ability to provide consultation.</u></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

#2464 (Rev. 10/12) — OVER —  
 Ch. 457, Stats.  
 Committed to Equal Opportunity in Employment and Licensing

Wisconsin Department of Safety and Professional Services

	YES	NO
<del>2) Conducting Diagnostic and Treatment/Counseling Formulation                      Applicant was able to demonstrate skill in the application of a differential diagnosis and was able to apply client symptoms and behaviors in formulating a diagnosis pursuant to the current DSM; or skill in developing an appropriate rehabilitation plan.</del>	<input type="checkbox"/>	<input type="checkbox"/>
<del>3) Rendering Appropriate Treatment/Counseling                      Applicant was able to demonstrate skill in establishing and monitoring a treatment or rehabilitation plan using established methods, and was able to apply the components of the treatment plan to the diagnostic/rehabilitation assessment.</del>	<input type="checkbox"/>	<input type="checkbox"/>
<del>4) Demonstrating Professional Relationships in Treatment/Counseling                      Applicant was able to demonstrate skill in the development and appropriate use of the professional relationship, and was able to apply the necessary skills to develop a professional relationship in the phases of the treatment process including intervention, counseling of an individual, couple, family or group; psychotherapeutic services to individuals, couples, families and groups, or through rehabilitation counseling process.                      Applicant has the skills and knowledge necessary to practice psychotherapy or rehabilitation counseling independently.                      Applicant can make an accurate DSM diagnosis, or can adequately determine functional limitations.                      Applicant is able to provide appropriate treatment without supervision.</del>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<del>5) Demonstrating Professional Identity and Ethics in Treatment/Counseling                      Applicant uses supervision and shows continuing development of clinical/intervention skills.                      Applicant demonstrates knowledge of strengths and limitations of his/her profession and the distinctive contributions of other mental health and health professionals.                      Applicant makes appropriate referrals to other health providers and resources in the community.                      Applicant knows and understands the laws related to life threatening situations, child abuse, elder abuse, physical abuse, etc.                      Applicant is aware of the importance of on-going professional growth and the necessity of gaining approved continuing education as a professional counselor.</del>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<del>6) Demonstrating Effective Case Management and Record Keeping Methods                      Applicant uses established methods to maintain appropriate clinical records and client data, and understands the circumstances under which various records can be released.</del>	<input type="checkbox"/>	<input type="checkbox"/>

I swear that the foregoing information is true and accurate.

\_\_\_\_\_  
Signature of Supervisor

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_  
(Supervisor Name)

\_\_\_\_\_  
Signature of Notary Public

**S E A L**

\_\_\_\_\_  
Date Commission Expires

**NOTE: THIS AFFIDAVIT MUST BE SIGNED BY THE SUPERVISOR IN THE PRESENCE OF THE NOTARY, ON THE SAME DATE.**

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Sharon Henes Administrative Rules Coordinator</b>		2) Date When Request Submitted:  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections: <b>Professional Counselor Section</b>			
4) Meeting Date:  <b>28 April 2014</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislative and Rulemaking Matters – Discussion &amp; Consideration</b> <b>1. MPSW 10, 11, 14 (CR 13-009) relating to education – Plan for dissemination of rule change</b> <b>2. MPSW 10, 11, 12, 14 relating to License, education, exam, supervised practice</b> <b>3. Status on pending and possible rule projects</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by _____ (name)  <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Sharon Henes</i>		<i>15 April 2014</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## Chapter MPSW 10

### DEFINITIONS FOR PRACTICE OF PROFESSIONAL COUNSELING

#### MPSW 10.01 Definitions.

**Note:** Chapter SFC 10 was created as an emergency rule effective April 26, 1993.

**Note:** Chapter SFC 10 was renumbered ch. MPSW 10 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 10.01 Definitions.** In chs. MPSW 10 to 14:

**(1)** "Client" means the individual, family, group, business, agency, school, organization, or association for whom the license holder provides professional services for which the license holder is usually and customarily compensated. The term "client" includes the term and concept of "patient."

**(1m)** "DSM" refers to the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders.

**(3m)** "Psychotherapy" has the meaning given in s. 457.01 (8m), Stats. Specifically, psychotherapy involves diagnosing DSM conditions and treating persons with DSM diagnoses.

**(5)** "Regionally accredited college or university" means a college or university which is accredited by any of the following bodies: the New England association of schools and colleges, the middle states association of colleges and schools, the north central association of colleges and schools, the northwest association of schools and colleges, the southern association of colleges and schools, the western association of schools and colleges. Appli-

cants for licensure shall prove that the college or university at which the applicant completed course work on which the applicant relies for licensure eligibility was regionally accredited at the time the applicant completed the course work.

**(6)** "Supervision" means the direction of professional counseling practice in face-to-face individual or group sessions lasting an average of at least one hour between the person whose practice is being supervised and the person who is providing the supervision of the practice, during each week that the person seeking licensure practices professional counseling.

**Note:** Sub. (6) is repealed and recreated effective 9-1-18 to read:

**(6)** "Supervision" is a means of transmitting the skills, knowledge, and attitudes of a particular profession to the next generation of that profession. The supervisory relationship is evaluative, extends over time, and enhances the professional functioning of the developing professional. The supervisor shall monitor the quality of services offered by the supervisee with the purpose of enhancing the quality of skills and services provided by the counselor-in-training. Furthermore, the supervisor shall monitor and provide clinical oversight of the professional services rendered by the counselor-in-training to ensure ethical delivery of services and protection of public health and welfare.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; renum. (2) to (6) to be (4) to (8), cr. (2) and (3), Register, January, 1995, No. 469, eff. 2-1-95; CR 02-150: am. (1), (5) and (6), r. (4), (7) and (8), Register October 2002 No. 562, eff. 11-1-02; CR 03-058: cr. (1m) and (3m) Register June 2004 No. 582, eff. 7-1-04; CR 07-048: r. (2) and (3) Register March 2008 No. 627, eff. 4-1-08; CR 13-009: r. and recr. (6) Register April 2014 No. 700, eff. 9-1-18.

## Chapter MPSW 14

### CONTINUING EDUCATION FOR PROFESSIONAL COUNSELORS AND EQUIVALENCY OF PROFESSIONAL COUNSELOR ACADEMIC PROGRAMS

MPSW 14.01 Academic program equivalent to a master's degree in professional counseling.

MPSW 14.02 Academic program equivalent to a doctorate in professional counseling.

MPSW 14.03 Continuing education requirements for license renewal.

MPSW 14.04 Approved continuing education programs.

Note: Chapter SFC 14 was created as an emergency rule effective April 26, 1993.

Note: Chapter SFC 14 was renumbered ch. MPSW 14 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 7., Stats., Register October 2002 No. 562.

**MPSW 14.01 Academic program equivalent to a master's degree in professional counseling.** An academic program is the equivalent of a master's degree in professional counseling from an approved institution if the completed program meets the following criteria:

(1) The course work was completed at an institution which was accredited by its regional accrediting association at the time the applicant graduated from the program, and was part of a program of studies leading to a master's degree or doctoral degree in a field closely related to professional counseling.

(2) The course work included successful completion of at least 3 semester hours or 4 quarter hours academic credit in a supervised counseling practicum; at least 3 semester hours or 4 quarter hours academic credit in a single counseling theory course; and at least 3 semester hours or 4 quarter hours academic credit in at least 6 of the following 8 topic areas; and the course work included a total of at least 42 semester hours or 63 quarter hours of academic credit in counseling related courses distributed among at least 6 of the following 8 topic areas:

(a) Human growth and development — studies that provide a broad understanding of the nature and needs of individuals at all developmental levels, normal and abnormal human behavior, personality theory, and learning theory within appropriate cultural contexts.

(b) Social and cultural foundations — studies that provide a broad understanding of societal changes and trends, human roles, societal subgroups, social mores and interaction patterns, and differing lifestyles.

(c) The helping relationship — studies that provide a broad understanding of philosophic bases of helping processes, counseling theories and their applications, basic and advanced helping skills, consultation theories and their applications, client and helper self-understanding and self-development, and facilitation of client or consultee changes.

(d) Group dynamics processing and counseling — studies that provide a broad understanding of group development, dynamics, and counseling theories, group leadership styles, basic and advanced group counseling methods and skills, and other group approaches.

(e) Lifestyle and career development — studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision making; career development program planning and resources; and effectiveness evaluation.

(f) Appraisal of individuals — studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods, validity and reliability, psychometric statistics, factors influencing appraisals, and use of appraisals results in helping processes.

(g) Research and evaluation — studies that provide a broad understanding of types of research, basic statistics, research report development, research implementation, program evaluation, needs assessment, publication of research information, and ethical and legal considerations.

(h) Professional counseling orientation — studies that provide a broad understanding of professional roles and functions, professional goals and objectives, professional organizations and associations, professional history and trends, ethical and legal standards, professional preparation standards, and professional credentialing.

(3) For purposes of this section, one academic quarter credit is equivalent to two-thirds of one academic semester credit.

(4) To reach course equivalency, an applicant may take up to 12 credit hours of courses, which may include a supervised counseling practicum, outside of his or her master's program.

Note: Section MPSW 14.01 is repealed and recreated effective 9-1-18 to read: **MPSW 14.01 Academic program equivalent to a master's degree in professional counseling.** An academic program is the equivalent of a master's degree in professional counseling or rehabilitation counseling from an approved institution if the completed program meets the following criteria:

(1) The course work was completed at an institution which was accredited by its regional accrediting association at the time the applicant graduated from the program, and was part of a program of studies leading to a master's degree or doctoral degree in a field closely related to professional counseling or rehabilitation counseling.

(2) All course work reflected on the applicant's official transcript totals at least 60 semester hours or 90 quarter hours of academic credit. The course work included successful completion of all of the following:

(a) At least 3 semester hours or 4 quarter hours academic credit in a supervised practicum counseling experience that provides documented proof of a minimum of 100 hours of supervised practicum experience with at least 40 hours of face-to-face client contact. The practicum experience includes evaluation of the student's counseling performance throughout the practicum and one hour per week of individual or triadic supervision throughout the practicum by a program faculty member, an approved student supervisor, or a site supervisor. The practicum experience further includes an average of 1½ hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.

(b) At least 6 semester hours or 8 quarter hours academic credit in a supervised internship counseling experience that provides documented proof of a minimum of 600 hours of supervised internship experience with at least 240 hours of face-to-face client contact. The internship experience includes evaluation of the student's counseling performance throughout the internship and one hour per week of individual or triadic supervision throughout the internship performed by the onsite or field supervisor.

(c) At least 3 semester hours or 4 quarter hours academic credit in a counseling theory or counseling approaches course that provides documented evidence that the student has been exposed to a variety of theoretical models that are consistent with current research and practice in the field. Courses covering only a single or specific counseling theory will not be sufficient for meeting this educational criterion.

(d) At least 3 semester hours or 4 quarter hours of academic credit in each of the following topic areas:

1. 'Human growth and development.' Studies that provide a broad understanding of the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; theories of individual and family development and transitions; theories for facilitating optimal development and wellness across the life span; and learning theory within appropriate cultural contexts. Courses that focus on only one lifespan developmental level will not count in fulfilling this criterion.

2. 'Social and cultural foundations.' Studies that provide a broad understanding of societal changes and trends; human roles; societal subgroups, social mores and interaction patterns; counselors' roles in developing cultural self-awareness; promoting cultural social justice, advocacy and conflict resolution, and other culturally supported behaviors that promote optimal wellness and

growth of the human spirit, mind, or body; counselors' roles in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination; and differing lifestyles.

3. 'Helping relationship.' Studies that provide a broad understanding and practical application of helping processes, basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; and facilitation of client or consultee changes. An applicant's official transcript must reflect successful completion of a course addressing counseling process, skills, and intervention techniques.

4. 'Group dynamics processing and counseling.' Studies that provide a broad understanding of group development, dynamics, and group counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

5. 'Lifestyle and career development.' Studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision making; career development program planning and resources; and effectiveness evaluation.

6. 'Assessment and testing.' Studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal; data and information gathering methods, validity and reliability; psychometric statistics; factors influencing appraisals; social and cultural factors related to the assessment; and evaluation of individuals, groups and specific populations and use of appraisals to enhance helping processes.

7. 'Research and evaluation.' Studies that provide a broad understanding of types of research; basic statistics; research report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal considerations.

8. 'Professional counseling orientation.' Studies that provide a broad understanding of professional counselor roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; professional preparation standards; and professional credentialing. The American Counseling Association (ACA) or the Commission on Rehabilitation Counselor Certification (CRCC) must have been the primary professional identity organization discussed and the ACA Code of Ethics or CRCC Code of Professional Ethics for Rehabilitation counselors must have been used as the primary professional conduct guide and prominently identified as such in the orientation course syllabus.

(e) At least 3 semester hours or 4 quarter hours in one of the following:

1. 'Foundations of clinical mental health counseling.' If the academic program has an emphasis in mental health counseling, coursework addressing the history and development of clinical mental health counseling, theories and models related to clinical mental health counseling, principles of clinical mental health counseling, including prevention, intervention, consultation, education, and advocacy, and networks that promote mental health and wellness.

2. 'Foundations of clinical rehabilitation counseling.' If the academic program has an emphasis in rehabilitation counseling, coursework addressing the history and development of rehabilitation counseling, theories and models related to rehabilitation counseling, social science theory that addresses psychosocial aspects of disability, principles of rehabilitation including prevention, intervention, wellness, consultation, education, and advocacy.

(f) At least 3 semester hours or 4 quarter hours in one of the following:

1. 'Clinical mental health counseling diagnosis and treatment planning.' If the academic program has an emphasis in clinical mental health counseling, coursework addressing the diagnostic process, including differential diagnosis and the use of diagnostic classification systems such as the Diagnostic and Statistical Manual of Mental Disorders (DSM) and/or the International Classification of Diseases (ICD); training on administration of intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management; and techniques and interventions related to a broad range of mental health issues.

2. 'Rehabilitation counseling diagnosis and treatment planning.' If the academic program has an emphasis in rehabilitation counseling, coursework addressing diagnostic interviews, mental status examinations, symptom inventories, psychoeducational and personality assessments, biopsychosocial histories, assessments for treatment planning; career and work-related assessments including job-analysis, work site modification, transferrable skills analysis, and job readiness; strategies to advocate for clients with disabilities and rehabilitation counseling.

(g) At least 3 semester hours or 4 quarter hours in each of the following:

1. 'Crisis and trauma counseling.' Studies that include counseling approaches that effectively address crises and trauma, the impact of trauma and crisis and potential neurobiological responses; skills and techniques for assessing and intervening in specific crisis or trauma situations including suicide assessment and intervention.

2. 'Abnormal behavior and psychopathology.' Studies that include concepts of psychopathology and introduces methods of assessment and diagnosis for children, adolescents and adults with major mental disorders; and personality disorders, multiple perspectives of emotional and psychological distress, disturbance and behavior; skills to use the DSM diagnostic system while including acknowledgement of client strengths and resilience and the social and cultural context.

3. 'Addictions counseling.' Studies that provide an overview of addiction, the process of addiction, treatment and recovery approaches, relapse prevention, developmental issues related to addiction; treatment and prevention planning in regard to addiction.

4. 'Family, partnership, and couples counseling.' Studies that provide information and skills relevant to conducting partner or marital and family counseling services within a multicultural society with emphasis given to systemic theory and philosophy; dynamics of family interaction and the initial skills in assessment and treatment of dysfunctional partner, marital, family and systems or ecosystems relationships.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; am. (2) (intro.), Register, October, 1998, No. 514, eff. 11-1-98; am. (2) (intro.), Register, November, 1999, No. 527, eff. 12-1-99; CR 01-026: cr. (4), Register December 2001 No. 552, eff. 1-1-02; CR 08-088: am. (2) (intro.) Register June 2009 No. 642, eff. 7-1-09; CR 13-009: r. and recr. Register April 2014 No. 700, eff. 9-1-18.

**MPSW 14.02 Academic program equivalent to a doctorate in professional counseling.** An academic program is the equivalent of a doctoral degree in professional counseling from an approved institution if the completed program meets the following criteria:

(1) The course work was completed at an institution which was accredited by its regional accrediting association at the time the applicant graduated from the program, and was part of a program of studies leading to a doctoral degree in a field closely related to professional counseling.

(2) The course work included successful completion of at least 3 semester hours or 4 quarter hours academic credit in a supervised counseling practicum; at least 3 semester hours or 4 quarter hours academic credit in a counseling theory course; and at least one course of at least 3 semester hours or 4 quarter hours academic credit in each of the 8 topic areas defined in s. MPSW 14.01 (2); and the course work included at least 48 semester hours or 72 quarter hours of academic credit distributed among those 8 counseling related topic areas.

(3) For purposes of this section, one academic quarter credit is equivalent to two-thirds of one academic semester credit.

History: Cr. Register, November, 1993, No. 455, eff. 12-1-93; am. (2), Register, October, 1998, No. 514, eff. 11-1-98; am. (2), Register, November, 1999, No. 527, eff. 12-1-99.

**MPSW 14.03 Continuing education requirements for license renewal.** (1) Unless granted a postponement or waiver of the continuing education requirement, every licensed professional counselor is required to complete at least 30 continuing education credit hours in approved continuing education programs during each 2 year licensure period. This requirement will apply for the first time to the 2 year period beginning July 1, 2003.

(2) Unless granted a postponement or waiver of the continuing education requirement, a licensee who fails to meet continuing education requirements by the renewal deadline must discontinue the use of the title "professional counselor" and must cease the practice of professional counseling until he or she completes the continuing education requirement.

(3) During the time between initial licensure and commencement of a full 2 year certification period, a new license holder is not required to meet continuing education requirements for the first renewal of his or her license.

(4) Applicants for licensure by reciprocity shall submit proof of completion of at least 30 continuing education hours substantially meeting the requirements of this chapter within the 2 year period prior to application.

(4m) Licensees shall have a minimum of 15 credits in approved continuing education programs and other educational activities as recognized under s. MPSW 14.04 (1) to (5). Four of the 15 credits shall be in the subject area of professional counseling ethics and boundaries.

(5) Continuing education hours may apply only to the 2 year license period in which the credit hours are acquired, unless either of the following applies:

(a) Continuing education hours required as a consequence of a disciplinary proceeding may not be counted towards the fulfillment of generally applicable continuing education requirements.

(b) If the licensee fails to meet the continuing education require the renewal date to satisfy the requirement of the preceding period will not apply to the period in which they are earned.

(c) In this chapter “continuing education hour” or “CEH” means a period of continuing education consisting of not less than 50 minutes.

(6) To obtain credit for completion of continuing education programs, a professional counselor shall certify on his or her application for renewal of license that he or she has completed all continuing education credits as required in this section for the previous 2 year license period. A licensee shall retain for a minimum period of 4 years, and shall make available to the board or its agent upon request, certificates of attendance issued by the program sponsor for all continuing education programs for which he or she claims credit for purposes of renewal of his or her license.

(7) A licensee may apply to the section for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness, disability, or other grounds constituting extreme hardship. The section shall consider each application individually on its merits, and the section may grant a postponement, partial waiver or total waiver as deemed appropriate in the circumstances.

(8) The section may grant an exemption from the requirements of this chapter to a licensee who certifies to the section that he or she has permanently retired and no longer uses the title “professional counselor” and no longer practices professional counseling. A licensee who has been granted an exemption from the requirements of this chapter based on retirement may not return to the active practice of professional counseling or use the title “professional counselor” without submitting evidence satisfactory to the section that he or she completed at least 30 continuing education hours for each of the biennia during which the licensee was granted an exemption.

(9) The section may conduct audits or investigations, including random audits, to determine compliance by licensees with this chapter.

**History:** CR 02-105: cr. Register October 2002 No. 562, eff. 11-1-02; CR 05-119: cr. (4m) and (5) (c) Register September 2006 No. 609, eff. 10-1-06.

**MPSW 14.04 Approved continuing education programs.** The following continuing education programs and other educational activities are approved as continuing education programs under this chapter:

(1) Any continuing education program approved, sponsored or provided by the national rehabilitation counselor association (NRCA), the American rehabilitation counselor association (ARCA), or the Wisconsin rehabilitation counselor association (WRCA).

(2) Any continuing education program sponsored by the national board for certified counselors (NBCC) or by a provider approved by NBCC.

(3) Any continuing education program approved, sponsored or provided by the American counselor association (ACA) or the Wisconsin counselor association (WCA).

(4) Any continuing education program approved by the commission on rehabilitation counselor certification (CBCC).

(5) Any continuing education program offered by a college or university accredited by the commission for accreditation of counseling and related educational programs (CACREP).

(6) Any continuing education program approved, sponsored or co-sponsored by a presenter approved by the Committee for the Approval of Continuing Education Sponsors of the American Psychological Association.

(7) Any educational programs recognized as approved at the time of attendance as “Category I” continuing medical education programs by the Council on Medical Education of the American Medical Association or the American Osteopathic Association.

(8) Any educational programs recognized under s. MPSW 8.03 (1m) or 19.02.

(9) If approved or recognized by one of the entities in subs. (1) to (8), credit shall also be granted for the following:

(a) Formal presentations of relevant professional material at seminars, workshops, programs or institutes, which may include formal presentation and directed discussion of videotaped material: 2 CEHs per hour of continuing education for presenters, but no additional CEHs will be granted for subsequent presentations of the same material.

(b) University, college or vocational technical adult education courses, which may include formal presentation and directed discussion of videotaped instruction: 20 CEHs per semester hour or 13.2 CEHs per quarter hour for instructors, but no additional CEHs will be granted for subsequent presentations of the same material.

(c) Educational sessions at state and national conferences: 2 CEHs per hour of continuing education for presenters, but no additional CEHs will be granted for subsequent presentations of the same material.

(d) Educational telephone network (ETN) courses: 2 CEHs per hour of continuing education for presenters, but no additional CEHs will be granted for subsequent presentations of the same material.

(e) Interactive internet courses: 2 CEHs per hour of continuing education for instructors, but no additional CEHs will be granted for subsequent presentations of the same material.

(f) Authorship of a published textbook or professional resource book: 20 CEHs.

(g) Authorship of a published chapter in a textbook or professional resource book, or a professional journal article: 8 CEHs.

(h) Development of alternative media, computer software, videotapes, or audiotapes: 8 CEHs.

**History:** CR 02-105: cr. Register October 2002 No. 562, eff. 11-1-02; CR 05-119: cr. (6) to (9) Register September 2006 No. 609, eff. 10-1-06.