

## Chapter SPS 166

### EDUCATION APPROVAL

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**Note:** Chapter RL 166 was created as an emergency rule effective 9–10–07. Chapter RL 166 was renumbered chapter SPS 166 under s. 13.92 (4) (b) 1., Stats., Register November 2011 No. 671.

**SPS 166.01 Definitions.** In ss. SPS 166.02 and 166.03:

(1) “Assessment training” 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.

(2) “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.

(3) “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.

(4) “Education” means education about 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, including addiction to nicotine, 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.

(5) “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.

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

**SPS 166.02 Substance abuse counselor-in-training core curriculum.** (1) The following content areas and related hours for entry training for substance abuse counselor-in-training students are required.

Content Area	Hours
Assessment Training	15
Counseling	15
Case Management	10
Education	15
Professional Responsibility	20
Electives within the performance domains listed above	25
Total	100

(2) The training hours shall be in seminars, courses or other presentations that meet the criteria in s. SPS 166.08 or 166.09.

(3) All of the content areas shall contain information and application to practice that is responsive to the characteristics of individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

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

**SPS 166.03 Substance abuse counselor education requirements.** (1) The following content areas and related hours constitute the educational requirements of s. SPS 161.04 (2) (a) 4. and (3) (c):

Content Area	Hours
Assessment Training	60
Counseling	60
Case Management	60
Education	60
Professional Responsibility	60
Electives within the performance domains listed above	60
Total	360

(2) The training shall be in a comprehensive program approved by the department under s. SPS 166.07.

(3) All of the content areas shall be infused with information and application to practice that is responsive to the characteristics of individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

**History:** CR 07–031: cr. Register November 2007 No. 623, eff. 12–1–07; correction in (1) (intro.), (2) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671; **CR 14–059: am. (1) (intro.), (2), r. (4) Register May 2015 No. 713, eff. 6–1–15; correction in (1) (intro.) made under s. 35.17, Stats., Register May 2015 No. 713, eff. 6–1–15.**

**SPS 166.04 Clinical supervision education requirements.** (1) The following content areas and related hours are required as a portion of the education requirements in s. SPS 161.04:

Content Area	Hours
Assessment or Evaluation	6
Counselor Development	6
Management or Administration	6
Professional Responsibility	6
Electives within the performance domains listed above	6
Total	30

(2) No more than 15 hours of the education submitted may be non–face to face educational programs.

(3) All of the content areas shall be infused with information and application to practice that is responsive to the characteristics of individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

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

**SPS 166.05 Prevention specialist–in–training core curriculum.** (1) The following content areas and related hours for prevention specialist–in–training are required:

Content Area	Hours
Ethics	5
Prevention Education covering any of the prevention domains	35
Total	40

(2) All of the content areas shall contain information and application to practice that is responsive to the characteristics of

individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

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

**SPS 166.06 Prevention specialist core curriculum.**

(1) The following content areas and related hours are required for a prevention specialist:

Content Area	Hours
Ethics	6
Prevention of alcohol, tobacco or other substance abuse	50
Prevention education covering any of the prevention domains	184
Total	240

(2) All of the content areas shall contain information and application to practice that is responsive to the characteristics of individual, group, family, and couple clients and significant others seeking substance use disorder treatment, including, but not limited to, age, gender, ability, disability, developmental level, sexual orientation, health status, ethnicity, culture, and social issues.

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

**SPS 166.07 Approval of pre–certification education programs for substance abuse counselors.** (1) A provider of education programs shall submit an application for approval of a comprehensive program equivalent to 360 hours that meets the requirements of s. SPS 166.03 on a form provided by the department. The application shall include all of the following:

(a) A detailed outline of each course and one of the following:

1. Specific allocations of classroom hours toward each content area for each course.

2. For comprehensive programs based on core competencies, a detailed outline of each core competency, how each core competency will be measured, and classroom hour equivalencies toward each content area for each competency.

(b) Method of instruction used, such as classroom or distance education.

(c) Instructor qualifications.

(d) An explanation of the integrated and identified program outcomes and how the program outcomes will be measured.

(e) An explanation of how the comprehensive program meets all of the required content in s. SPS 166.03.

(2) Providers of internet–based education shall insure instructor availability to students at reasonable times by reasonable means, reasonable oversight of student identity and reasonable opportunity for student self evaluation of mastery.

(3) Instructors shall be knowledgeable in the subject and shall meet one of the following:

(a) Be an instructor of substance use disorder related courses in an accredited institution.

(b) Be a current certificate holder as a substance abuse counselor, clinical substance abuse counselor, clinical supervisor–in–training, intermediate clinical supervisor or independent clinical supervisor.

(c) Be a credential holder in a related field such as a physician, social worker, marriage and family therapist, professional counselor or psychologist, with knowledge and experience related to substance use disorder counseling.

(d) Be a person who in the judgment of the department is qualified by experience or education or both to supervise a course of study.

(4) An instructor whose credential has been limited, suspended or revoked may not instruct in approved programs while the disciplinary action is in effect.

(5) The department shall approve education programs that meet the requirements of s. SPS 166.03 that are not part of a degree in an accredited institution for a period of 2 years. The education provider shall resubmit the program for approval every 2 years.

(6) The department shall approve education programs that meet the requirements of s. SPS 166.03 that are part of a degree in an accredited institution for a period of 5 years. The education provider shall resubmit the program for approval every 5 years.

(7) Education providers shall have an effective method of tracking student attendance and of assessing mastery of content.

(8) Education providers shall provide certificates of completion to students and retain a student's records for 7 years after a student has completed the program.

(9) Once the department approves a program, the provider is required to inform the department in advance of any major changes in courses or instructor qualifications and receive reapproval.

**History:** CR 07–031: cr. Register November 2007 No. 623, eff. 12–1–07; correction in (1) (intro.), (a), (5), (6) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671; CR 14–059: am. (1) (intro.), renum. (1) (a) to (1) (a) (intro.), 1., (d), (e) and am., cr. (1) (a) 2. Register May 2015 No. 713, eff. 6–1–15.

**SPS 166.08 Approval of substance abuse prevention education.** The department will accept substance abuse prevention education that consists of prevention domain subject matter taught by qualified presenters. Education submitted to the department in fulfillment of s. SPS 161.06 (1) (b), prevention specialist-in-training education and s. SPS 161.06 (2) (c), prevention specialist education that meets one or more of the following criteria:

(1) The education is provided by an accredited college or university.

(2) The education is provided, sponsored or approved by one of the following:

(a) The Wisconsin association of alcohol and drug abuse (WAAODA).

(b) The national association of alcohol and drug abuse counselors (NAADAC).

(c) The Wisconsin clearinghouse for prevention resources.

(d) The federal center for substance abuse prevention.

(e) The national center for the application of prevention technologies or their regional centers.

(f) The United States department of health and human services, its agencies, institutes, administrations and centers.

(g) The White House office of national drug control policy (ONDCP).

(h) The Wisconsin department of health services.

(i) The Wisconsin department of public instruction.

(3) The educational program is endorsed, accredited or approved by another IC&RC member jurisdiction.

(4) The educational program is approved in advance by the department.

**History:** CR 07–031: cr. Register November 2007 No. 623, eff. 12–1–07; correction in (intro.), (2) (h) made under s. 13.92 (4) (b) 6., 7., Stats., Register November 2011 No. 671.

**SPS 166.09 Approval of continuing education programs.** (1) The department does not pre-approve continuing education programs. The department may accept for continuing education credit programs consisting of relevant subject matter taught by qualified presenters. To qualify as a continuing education program used to satisfy the requirements of s. SPS 166.03, the program shall meet all of the following minimum requirements:

(a) The program subject matter includes core curriculum education in one or more of the following areas:

1. Substance use disorder counseling, prevention domains, clinical practice, knowledge and skills.

2. A field or subject area allied with and relevant to the clinical practice of substance use disorder counseling including work toward an academic degree.

3. Substance use disorder counseling practice ethics.

4. Professional boundaries.

5. Administration.

6. Advanced counseling theory and techniques.

7. Family issues.

8. Mental health issues.

9. Substance use disorders studies.

10. Clinical supervision principles and procedures.

(b) The program sponsor agrees to provide a responsible person to monitor and verify the attendance of each registered student at the program, and the program sponsor agrees to keep the records of attendance for 3 years from the date of the program and to furnish each participant with evidence of having attended the program.

(c) The program sponsor does not assign or delegate its responsibilities to monitor or record attendance, provide evidence of attendance, compare course content with subject matter content required under par. (a), or provide information on instructors or other aspects of the program unless the assignment or delegation is specifically identified in the course material and approved by the department.

(d) The program sponsor has reviewed and validated the program's content to insure its compliance with par. (a).

(e) The program offers significant professional educational benefit for participants.

(f) The instructor is qualified to present the course.

(g) The program contains a reasonable security procedure to assure that the student enrolled is the actual participant.

(2) The department shall approve all of the following programs and courses that meet the requirements of sub. (1) if relevant to the professional practice of substance abuse disorder counseling, clinical supervision, or prevention work:

(a) Undergraduate or graduate level courses or continuing education courses relevant to the professional practice of substance use disorder counseling, clinical supervision, prevention work offered by an accredited college or university, a local or national professional substance use disorder association, or other professional mental health or medical health related organizations.

(b) Programs or continuing education courses that are sponsored by one of the entities mentioned in par. (a).

(3) The provider of the continuing education course agrees to monitor attendance and furnish a certificate of attendance to each participant. The certificate shall identify the educational components listed in s. SPS 166.10 or 166.11 that were covered by the course or seminar and the total hours for each component.

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

**SPS 166.10 Continuing education credit and format.** A continuing education program may take any of the following forms, with credit for relevant subject matter granted as follows:

(1) Formal presentations of relevant professional material at seminars, workshops, programs or institutes, which may include formal presentation and directed discussion of videotaped material: 1 CEH per hour of continuing education for attendees, 2 CEHs per hour of continuing education for presenters, but no additional CEHs may be granted for subsequent presentations of the same material.

(2) University, college or vocational technical adult education courses, which may include formal presentation and directed dis-

cussion of videotaped instruction: 10 CEHs per semester credit or 6.6 CEHs per quarter credit for students, 20 CEHs per semester hour or 13.2 CEHs per quarter hour for instructors, but no additional CEHs may be granted for subsequent presentations of the same material.

(3) Educational sessions at state and national conferences: 1 CEH per hour of continuing education for students; 2 CEHs per hour of continuing education for presenters, but no additional CEHs may be granted for subsequent presentations of the same material.

(4) Internet learning courses offered by an accredited college or university: 10 CEHs per semester credit or 6.6 CEHs per quarter credit.

(5) Self-study courses approved by accredited college or university schools, local or national professional or mental health related organizations, 1 CEH per credit completed, but self-study courses may not be used to satisfy the ethics requirement.

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

**SPS 166.11 Recordkeeping.** Every credential holder shall retain original documents showing attendance at programs and completion of self-developed programs for at least 4 years from the time that credit is claimed for the continuing education program. At the request of the department, a credential holder shall deliver their documents to the department.

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