

## Chapter MPSW 11

### APPLICATION FOR PROFESSIONAL COUNSELOR LICENSURE

MPSW 11.01 Application for licensure as a professional counselor.  
MPSW 11.015 Application for a professional counselor training license.  
MPSW 11.035 Temporary license.

MPSW 11.04 Reciprocal license.  
MPSW 11.045 Reciprocal credentials for service members, former service members, and their spouses.

**Note:** Chapter SFC 11 was created as an emergency rule effective April 26, 1993.  
**Note:** Chapter SFC 11 was renumbered ch. MPSW 11 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 11.01 Application for licensure as a professional counselor.** An applicant for a professional counselor license shall submit all of the following:

(1) An application with the required fee under s. 440.05 (1), Stats.

(2) A certificate of professional education, signed and sealed by the chancellor, dean, or registrar of the school from which the applicant has graduated with one of the following approved degrees:

(a) A master's or doctoral degree in professional counseling.

(b) A degree in one of the following specialty areas from a program which was accredited by the Council for Accreditation of Counseling and Related Educational Programs at the time the applicant graduated:

1. Addiction counseling.
2. Clinical mental health counseling.
3. Clinical rehabilitation counseling.
4. Marriage, couple, and family counseling.
5. Doctoral program in counselor education and supervision.

(c) A program which is equivalent to a master's or doctoral degree in professional counseling by meeting the requirements in s. MPSW 14.01 or 14.02, including Council for Accreditation of Counseling and Related Educational Programs accredited degree programs that are not listed in par. (b) but meet the requirements of s. MPSW 14.01 or 14.02.

(d) A degree awarded by a foreign institution of higher learning which has been evaluated by an organization approved by the professional counselor section and is equivalent to a degree from a program approved under pars. (a) to (c). If the applicant's education was not received in English, the applicant must demonstrate proficiency in English on an approved test of English as a foreign language.

(3) Verification the applicant has completed one of the following:

(a) After receiving a master's degree in professional counseling or its equivalent, engaged in the equivalent of at least 3,000 hours of professional counseling practice, including at least 1,000 hours of face-to-face client contact, while holding a valid professional counselor training license and supervised by a person qualified to supervise under s. MPSW 12.02.

(b) Either during or after the doctorate degree program in professional counseling or its equivalent, engaged in the equivalent of at least 1,000 hours of full-time professional counseling practice supervised by a person qualified to supervise under s. MPSW 12.02. Any supervised practice outside of the doctorate degree program shall be done while holding a valid professional counselor training license.

(4) Verification of a passing score on one of the following:

(a) National Counselor Examination (NCE).

(b) National Clinical Mental Health Counseling Examination (NCMHCE).

(c) Certified Rehabilitation Counselor (CRC) examination.

(d) Another examination approved by the professional counselor section.

(5) Documentation necessary for the section to determine, subject to ss. 111.321, 111.322, and 111.335, Stats., whether any of the following apply:

(a) The applicant has a pending charge for an exempt offense, as defined in s. 111.335 (1m) (b), Stats., or a violent crime against a child, as defined in s. 111.335 (1m) (d), Stats., that is substantially related to the practice of a professional counselor.

(b) The applicant has been convicted of a crime substantially related to the practice of a professional counselor.

**History:** Cr. Register, November, 1993, No. 455, eff. 12-1-93; CR 02-105: am. (1) (intro.), (a), (e) and (f) Register October 2002 No. 562, eff. 11-1-02; CR 03-090: am. (1) (b) Register June 2004 No. 582, eff. 7-1-04; CR 08-088: am. (1) (b) Register June 2009 No. 642, eff. 7-1-09; CR 16-009: r. and recr. Register January 2018 No. 745, eff. 2-1-18; correction in (3) (b) made under s. 35.17, Stats., Register January 2018 No. 745; CR 19-116: r. and recr. (5) Register May 2020 No. 773, eff. 6-1-20; correction in (5) (a) made under s. 35.17, Stats., Register May 2020 No. 773; CR 20-032: r. and recr. (2) (b), am. (c) Register November 2021 No. 791, eff. 12-1-21.

**MPSW 11.015 Application for a professional counselor training license.** (1) The professional counselor section shall grant a professional counselor training license to any individual who does all of the following:

(a) Submits a completed, signed application form.

(b) Pays the fee specified in s. 440.05 (6), Stats.

(c) Satisfies the requirements in s. 457.12 (1m) (b), Stats.

(d) Submits evidence satisfactory to the professional counselor section of one of the following:

1. The applicant is in a position or has an offer for a position as a professional counselor in a supervised clinical professional counseling practice.

2. The applicant is in a position or has an offer for a position in which the applicant will, in the opinion of the professional counselor section, receive training and supervision equivalent to the training and supervision received in a supervised clinical professional counseling practice.

(2) A professional counselor training license is valid for 48 months, and may be renewed in two year intervals at the discretion of the professional counselor section. In determining whether to renew a professional counselor training license, the professional counselor section may request any of the following from the applicant:

(a) A statement explaining why the applicant needs additional time to complete the hours of professional counselor practice experience required under s. MPSW 11.01 (3).

(b) Documentation of any continuing education or graduate level courses the applicant has completed since obtaining their professional counselor training license.

(c) A report from a person actively supervising the applicant

under s. MPSW 12.02 (1), demonstrating that the applicant is making satisfactory progress towards completion of the professional counselor practice experience required under s. MPSW 11.01 (3).

(d) Other relevant documentation.

**History:** Cr. Register, January, 1995, No. 469, eff. 2-1-95; CR 01-027: rn. to be (1), cr. (2), Register December 2001 No. 552, eff. 1-1-02; CR 07-048: r. and recr. Register March 2008 No. 627, eff. 4-1-08; CR 21-094: r. and recr. (2) Register August 2022 No. 800, eff. 9-1-22; **correction in (1) (c) made under s. 13.92 (4) (b) 7., Stats., Register January 2025 No. 829.**

**MPSW 11.035 Temporary license.** (1) The professional counselor section may issue a temporary license to practice professional counseling to an individual who does all of the following:

- (a) Submits application and pays the fee specified in s. 440.05 (6), Stats.
- (b) Satisfies the requirements under s. MPSW 11.01 (2) and (3).
- (c) Submitted an application to take the next available examination under s. MPSW 11.01 (4).

(2) A temporary license is valid for a period not to exceed 9 months and may be renewed once.

**History:** Cr. Register, October, 1998, No. 514, eff. 11-1-98; CR 02-105: am. Register October 2002 No. 562, eff. 11-1-02; CR 16-009: r. and recr. Register January 2018 No. 745, eff. 2-1-18.

**MPSW 11.04 Reciprocal license.** Except as provided in s. MPSW 11.045, the professional counselor section shall grant a license as a professional counselor to an applicant who pays the fee required by s. 440.05 (2), Stats., and provides evidence of all of the following:

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

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

(3) The applicant does not have a license, registration, or certificate revoked, suspended, limited, or subject to any other discipline in any other jurisdiction warranting denial.

(4) The applicant does not have a pending charge for an exempt offense, as defined in s. 111.335 (1m) (b), Stats., or a violent crime against a child, as defined in s. 111.335 (1m) (d), Stats., that is substantially related to the practice of a professional counselor.

(4m) The applicant has not been convicted of a crime substantially related to the practice of a professional counselor.

(5) The applicant has a passing score on the Wisconsin statutes and rules examination.

**History:** Cr. Register, November, 1994, No. 467, eff. 12-1-94; CR 02-105: am. (intro.), (2) and (4), cr. (5), Register October 2002 No. 562, eff. 11-1-02; CR 16-009: am. (intro.), (2), r. and recr. (3) to (5) Register January 2018 No. 745, eff. 2-1-18; CR 19-116: r. and recr. (4), cr. (4m) Register May 2020 No. 773, eff. 6-1-20; correction in (4) made under s. 35.17, Stats., Register May 2020 No. 773; CR 21-053: am. (intro.) Register August 2022 No. 800, eff. 9-1-22; correction in (intro.) made under s. 35.17, Stats., Register August 2022 No. 800.

**MPSW 11.045 Reciprocal credentials for service members, former service members, and their spouses.** The professional counselor section shall grant a reciprocal license to practice professional counseling to a service member, former service member, or the spouse of a service member or former service member who the board determines meets all of the requirements under s. 440.09, Stats. Subject to s. 440.09 (2m), Stats., the board may request verification necessary to make a determination under this section.

**Note:** Application forms are available from the Department of Safety and Professional Services' website at <http://dsps.wi.gov>.

**History:** CR 21-053: cr. Register August 2022 No. 800, eff. 9-1-22; correction made under s. 35.17, Stats., Register August 2022 No. 800.