



## STATE OF WISCONSIN

Department of Safety and Professional Services  
1400 E Washington Ave.  
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**Governor Scott Walker      Secretary Dave Ross**

**PROFESSIONAL COUNSELOR SECTION,  
OF THE MARRIAGE AND FAMILY  
THERAPY, PROFESSIONAL COUNSELING  
AND SOCIAL WORK EXAMINING BOARD  
Contact: Dan Williams (608) 266-2112  
Room 121A, 1400 E. Washington Avenue, Madison  
October 21, 2013**

*Notice: 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 description of the actions and deliberations of the Section.*

### AGENDA

9:30 A.M.

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

- A. **Adoption of Agenda (1-4)**
- B. **Approval of Minutes October 11, 2013 (5-6)**
- C. **Institutions of Higher Education counseling faculty discussion regarding minimum credit hours requirements for a PC credential – Discussion and Consideration. (7-8)**
- D. **Legislative and Administrative Rule Matters – Discussion and Consideration**
  - 1) **Clearinghouse Rule 13-009 (9-16)**
- E. **Update/Clarification to Form 2464 – Discussion and Consideration (17-22)**
- F. **Position Statement Review – Discussion and Consideration (23-26)**
- G. **Telehealth – Discussion and Consideration (27-28)**
- H. **Travel, Speaking Engagements, and Public Relations – Discussion and Considerations**
- I. **Administrative Matters – Discussion and Consideration**
  - 1) **Staffing update**

- J. Items Received After Preparation of the Agenda:
- 1) Introductions, Announcements and Recognition
  - 2) Presentations of Petition(s) for Summary Suspension
  - 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 4) Presentation of Proposed Final Decision and Order(s)
  - 5) Informational Item(s)
  - 6) Division of Legal Services and Compliance (DLSC) Matters
  - 7) Education and Examination Matters
  - 8) Credentialing Matters
  - 9) Approvals for Psychometric Testing
  - 10) Class 1 Hearings
  - 11) Practice Questions/Issues
  - 12) Legislation/Administrative Rule Matters
  - 13) Liaison Report(s)
  - 14) Speaking Engagement(s), Travel, or Public Relation Request(s)
  - 15) Consulting with Legal Counsel

K. 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 investigation with administrative warning (s. 19.85(1)(b), Stats. 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.)**

L. **Deliberation of Administrative Warnings**

- 1) 13 CPC 007 – (C.E.A.) **(29-31)**
- 2) 13 CPC 007 – (D.L.H.) **(32-33)**

M. **Deliberation of Proposed Stipulation and Proposed Final Decision and Order**

- 1) 13 CPC 008 Rebecca M. Venneri **(34-42)**

N. **Division of Legal Services and Compliance**

- 1) Case Status Report
- 2) Case Closings**(43-44)**

O. **Review of Applications**

P. Consulting with Legal Counsel

Q. Deliberation of Items Received After Preparation of the Agenda:

- 1) Deliberation on Class 1 Hearings
- 2) Application Issues and/or Reviews
- 3) Professional Assistance Procedure (PAP)
- 4) Monitoring Matters
- 5) Proposed Stipulations, Final Decisions and Orders
- 6) Administrative Warnings
- 7) Review of Administrative Warning
- 8) Orders Fixing Costs/Matters Related to Costs
- 9) Proposed Final Decisions and Orders
- 10) Petitions for Summary Suspension
- 11) Petitions for Re-hearings
- 12) Education and Examination Matters
- 13) Credential Issues
- 14) Supervisor Approvals
- 15) Appearances from Requests Received or Renewed
- 16) Motions

**RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**Voting on Items Considered or Deliberated on in Closed Session, if Voting is Appropriate**

**ADJOURNMENT**

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**PROFESSIONAL COUNSELORS SECTION  
VIRTUAL CONFERENCE  
MEETING MINUTES  
OCTOBER 11, 2013**

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

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

**CALL TO ORDER**

Charles Lindsey, Chair, called the meeting to order at 9:10 a.m. A quorum of three (3) members was present.

**APPROVAL OF AGENDA**

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

**ADJOURNMENT**

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

The meeting adjourned at 10:42 a.m.

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**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:  <div style="border: 1px solid black; padding: 2px;">           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> </div>	
3) Name of Board, Committee, Council, Sections:  <b>MPSW Joint Board – Professional Counselors Section</b>			
4) Meeting Date:  <b>10/21/13</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Institutions of Higher Education counseling faculty discussion regarding minimum credit hours requirements for a PC credential – 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 _____ (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>14 October 2013</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.			

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3) Name of Board, Committee, Council, Sections: <b>MPSW Joint Board - Professional Counselor Section</b>			
4) Meeting Date:  <b>21 October 2013</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Clearinghouse Rule 13-009 – Discussion and Consideration</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 _____ (name)  <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  <p>This rule was recalled in July 2013. There was a meeting with the Chair of the Assembly Committee on Colleges and Universities following that action. A decision regarding the direction for moving forward will need to be made.</p>			
11) Authorization			
<i>Sharon Henes</i>		<i>14 October 2013</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	
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STATE OF WISCONSIN  
MARRIAGE & FAMILY THERAPY, PROFESSIONAL COUNSELING  
AND SOCIAL WORK EXAMINING BOARD

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IN THE MATTER OF RULE-MAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : MARRIAGE & FAMILY THERAPY  
MARRIAGE & FAMILY THERAPY, : PROFESSIONAL COUNSELING AND  
PROFESSIONAL COUNSELING AND : SOCIAL WORK EXAMINING BOARD  
SOCIAL WORK EXAMINING BOARD : ADOPTING RULES  
: (CLEARINGHOUSE RULE 13-009)

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PROPOSED ORDER

The Marriage & Family Therapy, Professional Counseling and Social Work Examining Board proposes an order to repeal and recreate MPSW 10.01(6) and MPSW 14.01 relating to education.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:** §§ 457.12, 457.13, 457.14, 457.15, 457.16, and 457.22, Wis. Stats.

**Statutory authority:** §§ 15.08(5)(b) and 457.03 (1), Wis. Stats.

**Explanation of agency authority:**

The examining board shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession. The examining board shall promulgate rules establishing minimum standards for educational programs that must be completed for certification or licensure.

**Related statutes or rules:** §§ 457.12, 457.13, 457.14, 457.15, 457.16, and 457.22, Wis. Stats.

**Plain language analysis:**

Section 1 repeals and recreates a definition of supervision. Supervision is a means of transmitting skills, knowledge, and attitudes. Supervision allows for monitoring the quality of services offered by the supervisee to enhance the quality of skills and services provided by the counselor-in-training. It provides structure for monitoring the professional services provided by the counselor-in-training.

Section 2 repeals and recreates MPSW 14.01 relating to the criteria necessary for an academic program to be equivalent to a master's degree in professional counseling or rehabilitation counseling. Currently at least 42 credit hours are required and this rule would increase the number of hours required in the program to be comparable to the majority of states, including our neighboring states.

The coursework is to be in a field closely related to professional counseling or rehabilitation counseling. The course work must total at least 48 semester hours or 72 quarter hours of academic credit including the following:

- 3 semester hours or 4 quarter hours of a supervised practicum with minimum of 100 hours of practicum experience including at least 40 hours of face-to-face client contact.
- 6 semester hours or 4 quarter hours in a supervised internship of a minimum of 600 hours of internship experience including at least 240 hours of face-to-face client contact.
- 3 semester hours or 4 quarter hours in counseling theory or counseling approaches coursework which includes a variety of theoretical models.
- 3 semester hours or 4 quarter hours in each of the following topic areas:
  - Human growth and development
  - Social and cultural foundations
  - The helping relationship
  - Group dynamics processing and counseling
  - Lifestyle and career development
  - Appraisal of individuals
  - Research and evaluation
  - Professional counseling orientation
- 6 semester or 8 quarter hours in one of the following:
  - If the academic program's emphasis is in mental health, coursework addressing the roles and functions of a mental health counseling.
  - If the academic program's emphasis is in rehabilitation counseling, coursework addressing medical, functional, and environmental aspects of disability, rehabilitation services, case management and related services.
- As part of the above curriculum, the program shall contain a basic understanding of addiction and how to assess and intervene with individuals, groups and families who exhibit suicide ideation, psychological and emotional crisis or trauma. These are not required to be stand alone courses.

These new requirements are in line with the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the Council on Rehabilitation Education (CORE).

Section 3. An effective date of September 1, 2016 will provide the time necessary for the education programs to make adjustments in their course offerings and curricula. In addition, it will provide notice of the new requirements to students pursuing their master's degrees.

**Summary of, and comparison with, existing or proposed federal regulation:**

None

**Comparison with rules in adjacent states:**

**Illinois:** Illinois requires a master's or doctoral degree with a minimum of 48 semester hours or 72 quarter hours with a minimum of 3 semester hours in each of the following areas: Human growth and development; Counseling theory; Counseling techniques; Group dynamics, processing and counseling; Appraisal of individuals; Research and evaluation; Professional, legal and ethical responsibilities relating to professional counseling; Social and cultural foundations; Lifestyle and career development; Practicum/internship; Psychopathology and maladaptive behavior; Substance abuse; and Family dynamics. The program shall include a one year residence defined as 24 semester hours. All master's degrees and doctoral programs in professional counseling or rehabilitation counseling that are accredited by CACREP, CORE and doctoral programs in psychology approved by the American Psychological Association and the Council for the National Registry of Health Service Providers are approved programs.

**Iowa:** Iowa requires a master's degree with a minimum of 60 credit hours or equivalent quarter hours or a doctoral degree in counseling with emphasis in mental health counseling from a mental health counseling program accredited by CACREP. Graduates from non-CACREP accredited mental health counseling programs shall provide an equivalency evaluation of their educational credentials by the Center for Credentialing and Education, Inc.

**Michigan:** Michigan requires a master's degree of not less than 48 semester hours or 72 quarter hours, including a 600 clock hour internship, in a program which meets CACREP standards.

**Minnesota:** Minnesota requires a master's or doctoral degree of not less than 48 semester hours or 72 quarter hours and a supervised field experience of not fewer than 700 hours that is counseling in nature. The degree program must be from a counseling program recognized by CACREP or from an institution of higher education that is accredited by a regional accrediting organization recognized by the Council for Higher Education Accreditation. Specific academic course content must include the following subject areas: (1) The helping relationship, including counseling theory and practice; (2) human growth and development; (3) lifestyle and career development; (4) group dynamics, processes, counseling and consulting; (5) assessment and appraisal; (6) social and cultural foundations, including multicultural issues; (7) principles of etiology, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior; (8) family counseling and therapy; (9) research and evaluation; and (10) professional counseling orientation and ethics.

**Summary of factual data and analytical methodologies:**

The Professional Counselors Section of the Marriage & Family Therapy, Professional Counseling and Social Work Examining Board reviewed the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the Council on Rehabilitation Education (CORE), researched the requirements of other states and convened a task force of educators in the areas of mental health counseling and rehabilitation counseling.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

This rule addresses criteria for determining whether a program is equivalent to a master's degree in professional counseling and will not have an effect on small business. The requirements in the proposed rule are comparable to our neighboring states.

This rule was posted for public comment on the economic impact of the proposed rule, including how this proposed rule may affect businesses, local government units and individuals, for a period of 14 days. No comments were received relating to the economic impact of the rule.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis is attached.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at [Greg.Gasper@wisconsin.gov](mailto:Greg.Gasper@wisconsin.gov), or by calling (608) 266-8608.

**Agency contact person:**

Sharon Henes, Paralegal, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-2377; email at [Sharon.Henes@wisconsin.gov](mailto:Sharon.Henes@wisconsin.gov).

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to [Sharon.Henes@wisconsin.gov](mailto:Sharon.Henes@wisconsin.gov), Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, WI 53708-8935, or by email to [Sharon.Henes@wisconsin.gov](mailto:Sharon.Henes@wisconsin.gov). Comments must be received at or before the public hearing to be held on February 26, 2013 to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. MPSW 10.01(6) is repealed and recreated to read:

**MPSW 10.01(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.

SECTION 2. MPSW 14.01 is repealed and recreated 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 48 semester hours or 72 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. 'The 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 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. '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; social and cultural factors related to the assessment; and evaluation of individuals, groups and specific populations and use of appraisals results in 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 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 6 semester hours or 8 quarter hours in one of the following:

1. If the academic program has an emphasis in mental health counseling, coursework addressing the roles and functions of a mental health counselor, including coursework addressing treatment modalities and knowledge of diagnosis and treatment.

2. If the academic program has an emphasis in rehabilitation counseling, coursework addressing medical, functional, and environmental aspects of disability, rehabilitation services, case management, and related services.

(3) The coursework contained a basic understanding of addiction and how to assess and intervene with individuals, groups and families who exhibit suicide ideation, psychological and emotional crisis or trauma. The topics in this subsection are not required to be stand alone courses if the coverage of the topics is identified within respective course syllabi.

SECTION 3. EFFECTIVE DATE. This rule shall take effect on September 1, 2016.

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(END OF TEXT OF RULE)  
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This Proposed Order of the Marriage & Family Therapy, Professional Counselors and Social Work Examining Board is approved for submission to the Governor and Legislature.

Dated \_\_\_\_\_

Agency \_\_\_\_\_

Member of the Board  
Marriage & Family Therapy, Professional  
Counselors and Social Work Examining Board

**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: <b>10/17/13</b> 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>10/21/13</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Update/clarification to 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:  <p style="text-align: center;"><b>Update/clarification to form 2464 – Discussion and Consideration</b></p>			
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
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## 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

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## 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 Wis. Admin. Code requires an affidavit from the supervisor verifying 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

-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.

Applicant: \_\_\_\_\_  
Last Name First Name MI Training License #

Supervisor: \_\_\_\_\_  
Last Name First Name MI

Type of credential Supervisor holds: \_\_\_\_\_ Supervisor's WI License #: \_\_\_\_\_

#### **Check the appropriate box indicating your qualification:**

- 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.

Dates applicant was under your supervision: From \_\_\_/\_\_\_/\_\_\_\_\_ To \_\_\_/\_\_\_/\_\_\_\_\_

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

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

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

## Wisconsin Department of Safety and Professional Services

To complete supervision requirements, applicants must demonstrate minimum competency in the areas listed below. Please check your evaluation of the applicant in each area.	<u>YES</u>	<u>NO</u>
1) Counseling Principles and Techniques	<input type="checkbox"/>	<input type="checkbox"/>
2) Case Management	<input type="checkbox"/>	<input type="checkbox"/>
3) Client Assessment	<input type="checkbox"/>	<input type="checkbox"/>
4) Ethics	<input type="checkbox"/>	<input type="checkbox"/>
5) Professional and Community Interaction	<input type="checkbox"/>	<input type="checkbox"/>

To complete supervision requirements, applicants must demonstrate minimum competency in at least 3 of the areas listed below. Please check your evaluation of the applicant in each area.	<u>YES</u>	<u>NO</u>
1) Coordination and Supervision of Services	<input type="checkbox"/>	<input type="checkbox"/>
2) Individual and Group and Family Counseling Techniques or Individual and group counseling techniques or Family counseling techniques	<input type="checkbox"/>	<input type="checkbox"/>
3) Assessment Planning, Administration and Interpretation	<input type="checkbox"/>	<input type="checkbox"/>
4) Service Delivery Systems and Referrals	<input type="checkbox"/>	<input type="checkbox"/>
5) Counseling Plan Development	<input type="checkbox"/>	<input type="checkbox"/>
6) Legal History	<input type="checkbox"/>	<input type="checkbox"/>
7) Consultation	<input type="checkbox"/>	<input type="checkbox"/>

I certify all information on this affidavit to be true and accurate for the applicant listed.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

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**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>10/21/13</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Position Statements – 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>In 2013 the Section will review the Position Statements currently on the DSPS website (PC page) to determine whether they should remain, be revised, or pulled entirely. These statements were transferred over from the old website in November-2012.</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.			

**MOTION**      **from August meeting:** Leslie Mirkin moved, seconded by Allison Gordon, to remove all position statements as listed on page 2 of the agenda materials and review the remaining questions for discussion at the Professional Counselor Section October Meeting. Motion carried unanimously.

### **HOW DOES SOMEONE BECOME A PROFESSIONAL COUNSELOR?**

Completing a Master's or Doctoral degree in professional counseling or equivalent program at a college or university is only one step toward licensure. To obtain the Licensed Professional Counselor (LPC) status in Wisconsin, you will need to obtain 3000 hours of post-master's supervised work experience or, if you have a doctorate in professional counseling, 1000 hours during or after completion of the doctoral program. Please note: supervised hours can only be accrued while the applicant holds a training license issued by the Section.

You must also pass the National Board of Certified Counselors examination (the NCE) or the examination administered by the Commission on Rehabilitation Counselor Certification (the CRCE). Sees. 457.12 Wis. Stats for more information. For information regarding Provider Status (necessary in order to bill insurance companies for your service with clients) you will need contact the Department of Health Services. (<http://dhs.wisconsin.gov/>)

### **WHAT REPORTING OBLIGATIONS DO I HAVE?**

1. If you have reasonable cause to suspect that a child you have seen in the course of your professional duties has been abused or neglected, you have an obligation to report it. (See section 48.981 of the Statutes for details.)
2. If you have reasonable cause to suspect that a client you have seen in the course of your professional duties is a victim of sexual contact by a therapist, you must ask the client if s/he wants you to report it. (See section 940.22 of the Statutes for details.)
3. Any organization or individual that employs a social worker, marriage and family therapist, or professional counselor must report to the examining board any adverse or disciplinary action that terminates, suspends or restricts the credential-holder's employment. Per s. MPSW 20.02(19) Wis. Admin code any violation of s. 457, Stat. is considered unprofessional conduct. Reporting requirements of supervisors and agencies are outlined in s. 457.25, Stat.
4. While you are not obligated to report unprofessional conduct by another person, you are encouraged to report it by a grant of civil immunity: "any person who in good faith provides the department or any examining board ... with advice or information on a matter relating to the regulation of a person holding a credential is immune from civil liability". (See section 440.042(f) of the Statutes for details.)

### **I AM LEAVING AN EMPLOYER TO START A PRIVATE PRACTICE, WHAT ARE MY OBLIGATIONS TO INFORM MY CURRENT CLIENTS OF MY DEPARTURE?**

There is a rule that governs an LPC's practice with respect to notifying clients of a termination of services, Ch. MPSW 20.02(21), Admin Code. The duty is on the licensee, so the licensee should be sure to distinguish between his/her responsibilities and employer interest in a non- competitive arrangement. The licensee may want to utilize resources from their professional organization to see if there are guidelines or advice about reasonable steps to take in a similar situation. Lastly, an LPC may want to seek advice from a private attorney who may be able to discuss contractual liabilities that are not within the domain of the Department.

### **HOW WILL THE VENDORSHIP ACT 28 LAW AFFECT MY PRACTICE?**

**The law imposes a new requirement for providers to notify their clients of the procedures to resolve a grievance regarding the provision of services. DHS has offered some guidance on forms and policies regarding these changes, click [here](#) to access this information.**

**As for the billing aspect of vendorship, this is not the direct responsibility of the Board to regulate or enforce, therefore it is suggested that for further information about the law you contact your professional membership organization. NASW WI has also provided a brief FAQ on this law, which can be accessed here. (add link once White Paper is in system)**

**DOES THE VENDORSHIP ACT 28 LAW CHANGE THE AODA LICENSING REQUIREMENTS FOR MENTAL HEALTH THERAPISTS?**

No. The bill addresses the issue of providing services outside of a DHS clinic. It does *not* alter the licensure requirements for providing AODA services.

**CAN LICENSEES TREAT AODA CLIENTS?**

Stat. 457.02(5m) disallows licensed mental health professionals (social workers, marriage and family therapists, and professional counselors) from providing primary treatment of those with a diagnosis of substance dependency or abuse without an AODA certification as stipulated in Stat. 440.88 or by meeting the qualifications of an AODA specialty as required by the board under MPSW 1.09, Wis. Admin Code.

**ARE LICENSED COUNSELORS FROM OTHER STATES ABLE TO PROVIDE DISTANCE COUNSELING TO CLIENTS IN WISCONSIN?**

The practice protections provided in s. 455 and s.457 require Wisconsin licensure for those providing services in Wisconsin (including telephonically). Therefore, unless a therapist or counselor holds a Wisconsin license, they would be unable to practice in the state.

**CAN PHONE OR VIDEO CONFERENCING WITH A SUPERVISOR COUNT TOWARDS SUPERVISED HOURS NECESSARY FOR LICENSURE?**

MPSW 10.01(6), Admin Code provides a definition of supervision for professional counselors. Supervisors must direct “face-to-face” individual or group sessions that last an average of one (1) hour per week. As interpreted by the Section, face-to-face supervision requires the supervisor to be physically present, therefore phone or video conferencing would not be appropriate forms of supervision. Further information about appropriate supervision of LPCs can be found in MPSW 12, Admin Code.

**CAN TELEPHONE COUNSELING COUNT TOWARDS THE 3,000 HOURS NECESSARY FOR LICENSURE?**

S. 457.12(3)(a) and MPSW 12.01(2), Admin Code require 3,000 hours engaged in professional counseling practice of which 1,000 hours are face-to-face client contact. Telephone counseling cannot be applied to the 1,000 hours necessary for face-to-face contact, but as it is within the scope of practice of professional counseling, this may count towards the 3,000 required hours above the 1,000 hours of client contact.

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**State of Wisconsin  
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3) Name of Board, Committee, Council, Sections:  <b>MPSW Joint Board – Professional Counselor Section</b>			
4) Meeting Date:  <b>10/21/13</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Telehealth – 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:  <p style="margin-left: 40px;"><b>MOTION from last Joint Board meeting</b> Barbara Viste-Johnson moved, seconded by Alice Hanson-Drew, that the three Sections of the MPSW Joint Board place on their agendas an item regarding statutory changes to require jurisdictional competence with regard to Telehealth. Motion carried unanimously.</p> <p style="margin-left: 40px;"><b>MOTION from SOC Section in September</b> Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to place the item regarding Telehealth and Unprofessional Conduct on the next MPSW Joint board meeting agenda. DSPS Staff will research and provide information relevant to the topic at the MPSW Joint Board’s next meeting. Motion carried unanimously.</p>			
11) <span style="float: right;">Authorization</span>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) <span style="float: right;">Date</span>			
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