



STATE OF WISCONSIN
Department of Safety and Professional Services
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**MARRIAGE AND FAMILY THERAPY,
PROFESSIONAL COUNSELING AND SOCIAL WORK
JOINT BOARD MEETING**

**Contact: Dan Williams (608) 266-2112
Room 121C, 1400 E. Washington Avenue, Madison WI
JULY 23, 2013**

Notice: The following agenda describes the issues that the Board 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 Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Approval of Agenda(1-2)**
- B. Approval of MPSW Joint Board Meeting Minutes of April 9, 2013(3-6)**
- C. Approval of MPSW Joint Board Teleconference Minutes of July 1, 2013(7-8)**
- D. Administrative Matters – Discussion and Consideration**
 - 1) DSPS Job Ready Initiative
 - 2) Staff Update
- E. Report of Marriage & Family Therapy Section**
- F. Report of Professional Counselor Section**
- G. Report of Social Worker Section**

H. **Discussion and Review of MPSW Joint Board Goals for 2013**

- 1) Create Supervisory Guidelines and Address Disparity of the Supervisor Regulations Across the 3 Professions of the MPSW Joint Board
- 2) Discussion and Consideration of Implementing Requirements for Trainee Supervisors
- 3) Amendment of Wis. Stats. 457.02 Regarding Repeal of Provisions Which Restrict Board License Holders from Providing Treatment of Substance Abuse and Substance Use Disorders
 - a) Discussion and Consideration of Amending MPSW 1.09
- 4) Discussion and Consideration of Revising MPSW 20
- 5) Incorporate Common Elements of Section Revisions of Continuing Education Practices and Requirements
- 6) Revising and Updating Application Forms and Instructions for Psychometric Testing
- 7) Input for Future DSPTS Initiatives on Telehealth

I. **Psychometric Testing – Discussion and Consideration (9-12)**

J. **Legislation/Administrative Rule Matters – Discussion and Consideration(13-25)**

- 1) Lehman-Kessler Letters(**13-14**)
- 2) MPSW 10 and 14 update(**15-16**)
- 3) MPSW 1.09
- 4) Psychotherapy(**17-18**)
- 5) Continuing Education(**19-25**)

K. Review of Correspondence or Inquiries Received by Legal Counsel

L. Items Received **After Preparation** of the Agenda

- 1) Informational Item(s)
- 2) Division of Legal Services and Compliance (DLSC) Matters
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Questions/Issues
- 6) Legislation/Administrative Rule Matters
- 7) Liaison Report(s)
- 8) Review of Correspondence or Inquiries Received by Legal Counsel
- 9) Speaking Engagement(s), Travel, or Public Relation Request(s)

M. Public Comments

ADJOURNMENT

**JOINT EXAMINING BOARD MEETING
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING
AND SOCIAL WORK JOINT EXAMINING BOARD
MEETING MINUTES
APRIL 9, 2013**

PRESENT: Arlie Albrecht, Elizabeth Krueger, Linda Pellmann, Leslie Mirkin, Nicholas Smiar, Barbara Viste-Johnson, Peter Fabian, Allison Gordon, Alice Hanson-Drew

EXCUSED: Nancy Clark, Charles Lindsey

STAFF: Dan Williams, Executive Director; Yolanda McGowan, Legal Counsel; Sharon Henes, Paralegal; Matthew C. Niehaus, Bureau Assistant; and other Department Staff

CALL TO ORDER

Nicholas Smiar, Chair, called the meeting to order at 9:25 a.m. A quorum of nine (9) members was present.

APPROVAL OF AGENDA

Amendments to the Agenda:

- Item "E" (open session) **CHANGE:**
 - "MPSW 8, 17, 19" to "MPSW 8, 14, 19"
- Item "M" (open session) **REMOVE:** Item M – Case Advisor Training

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MPSW JOINT BOARD MEETING MINUTES OF FEBRUARY 26, 2013

MOTION: Barbara Viste-Johnson moved, seconded by Allison Gordon, to approve the minutes of February 26, 2013 as published. Motion carried unanimously.

REPORT FROM THE MPSW JOINT RULES COMMITTEE AS TO MPSW 10 & 14

MOTION: Arlie Albrecht moved, seconded by Alice Hanson-Drew, to acknowledge the committee recommendation and approve the legislative review on MPSW 10 & 14. Motion carried unanimously.

COMMITTEE MOTION: Arlie Albrecht moved, seconded by Alice Hanson-Drew, to recommend the legislative review on MPSW 10 & 14 to the full Board for approval. Motion carried unanimously.

LEGISLATION/ADMINISTRATIVE RULE MATTERS

MOTION: Peter Fabian moved, seconded by Barbara Viste-Johnson, to authorize the Joint Board Secretary in conjunction with the Chair of the Joint Board to draft and send a letter to Senator Lehman and Representative Kessler in response to the request for input on the concealed carry legislation. Motion carried unanimously.

MOTION: Peter Fabian moved, seconded by Leslie Mirkin, to authorize Nicholas Smiar as the Joint Board's representative to the assembly committee for review of MPSW 1, 2-8, and 20 for the Right the Rules committee meeting(s). Motion carried unanimously.

MOTION: Leslie Mirkin moved, seconded by Allison Gordon, that the Board has reviewed MPSW for Executive Order 61. The Board has found that sections of MPSW 1.09 as well as the continuing education sections of 8, 14, and 19 may have a burden on small businesses. Motion carried unanimously.

MOTION: Allison Gordon moved, seconded by Peter Fabian, to approve the current Scope on MPSW 20. Motion carried unanimously.

MOTION: Linda Pellmann moved, seconded by Barbara Viste-Johnson, to designate Nicholas Smiar as the Board's representative to approve the Scope statement on MPSW 8, 14, and 19 for implementation no less than ten days after publication. Motion carried unanimously.

MOTION: Peter Fabian moved, seconded by Barbara Viste-Johnson, to recognize that the Chair has appointed Peter Fabian, Allison Gordon, and Nicholas Smiar to a Joint Committee to revise MPSW 19. Motion carried unanimously.

DISCUSSION AND REVIEW OF MPSW JOINT BOARD GOALS FOR 2013

MOTION: Linda Pellmann moved, seconded by Barbara Viste-Johnson, to add a Joint Board Goal regarding the Discussion and Consideration of Input for Future DSPS Initiatives on Telehealth. Motion carried unanimously.

MOTION: Arlie Albrecht moved, seconded by Leslie Mirkin, to place an agenda item on the next meeting agenda for review and possible implementation of revised instructions and forms for psychometric testing. Motion carried unanimously.

Leslie Mirkin left the meeting at 12:30 p.m.

ADJOURNMENT

MOTION: Barbara Viste-Johnson moved, seconded by Elizabeth Krueger, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:50 p.m.

DRAFT

**JOINT EXAMINING BOARD MEETING
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING
AND SOCIAL WORK JOINT EXAMINING BOARD
TELECONFERENCE MEETING MINUTES
JULY 1, 2013**

PRESENT: Arlie Albrecht, Elizabeth Krueger, Linda Pellmann, Charles Lindsey, Barbara Viste-Johnson, Peter Fabian, Allison Gordon, Alice Hanson-Drew

EXCUSED: Leslie Mirkin, Nicholas Smiar

STAFF: Dan Williams, Executive Director; Matthew C. Niehaus, Bureau Assistant; Nicholas Tank, Bureau Assistant; Joshua Archiquette, Bureau Assistant; and other Department Staff

CALL TO ORDER

Charles Lindsey, Vice-Chair, called the meeting to order at 11:13 a.m. A quorum of eight (8) members was present.

APPROVAL OF AGENDA

MOTION: Elizabeth Krueger moved, seconded by Linda Pellmann, to approve the agenda as published. Motion carried unanimously.

CLEARINGHOUSE RULE 13-009 RELATING TO PC EDUCATION

MOTION: Barbara Viste-Johnson moved, seconded by Peter Fabian, to recall 13-009 relating to Professional Counselor education. Motion carried unanimously.

ADJOURNMENT

MOTION: Allison Gordon moved, seconded by Elizabeth Krueger, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:31 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dan Williams		2) Date When Request Submitted: 7/2/13 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: MPSW Joint Board			
4) Meeting Date: 7/23/13	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Psychometric testing – Discussion and Consideration	
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: Joint Board Motion: Arlie Albrecht moved, seconded by Leslie Mirkin, to place an agenda item on the next meeting agenda for review and possible implementation of revised instructions and forms for psychometric testing. Motion carried unanimously.			
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.			



May 29, 2013

Dan Williams
Executive Director at Division of Policy Development
Wisconsin Department of Safety and Professional Services
P.O. Box 8935
Madison, WI 53708-8935

Dear Mr. Williams:

The purpose of this letter is to present a case for reconsideration of your interpretation of MPSW 1.11 as it pertains to professional vocational evaluators. I have copied MPSW 1.11 (1) and (2) below with some parts underlined for later reference:

MPSW 1.11 Psychometric testing.

(1) AUTHORITY. This rule is adopted pursuant to ss. 15.08 (5) (b), 227.11 (2) and 457.033, Stats.

(2) DEFINITION. In this section, the term "psychometric test" means a procedure for measuring psychological, behavioral or interpersonal characteristics in which a sample of an examinee's behavior is obtained and subsequently evaluated and scored using a standardized process. A person credentialed by the board may not use a testing instrument for diagnostic or assessment purposes unless he or she satisfies the requirements in sub. (5). Psychometric testing does not include a test instrument used solely to screen for problems, to assist in treatment planning, to clarify treatment goals, to plan for interventions, to monitor progress in treatment or an unstandardized questionnaire, unstructured behavior sample or a test used to evaluate performance in education or training or training prepared by a teacher or trainer.

The MPSW regulations are in place to ensure that a Marriage & Family Therapy, Professional Counseling Social Worker (MPSW) is not using psychometric tests to perform Neuropsychological Evaluations or Psychological Evaluations without supervision or equivalent training of a License Psychologist. Examples of this type of testing are APA level C tests such as the WAIS-4 or MMPI-2.

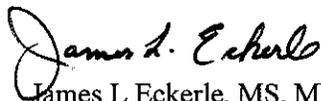
The testing done by a Masters degreed vocational evaluator fits in the underlined section of the regulations listed above. In other words, vocational evaluators administer psychometric tests which are not included as part of the MPSW 1.11 (2) definition of testing requiring a license. Vocational evaluators administer APA level A and B psychometric tests which are used to determine what type of employment situation would be the best match for consumer or to determine if a particular training program would assist the consumer in meeting their goals. Specific categories of testing for this purpose include interest tests, achievement or ability tests, aptitude tests, and personality or values tests.

The underlined category (APA level A and B tests) is sold by test suppliers in accordance with the Standards for Educational and Psychological Testing. The requirements are competency-based with eligibility determined on the basis of training, education, and experience. The test purchaser is required to register and complete a qualification form. A vocational evaluator with a graduate degree who has completed graduate level course work in psychological testing and measurement is eligible to purchase, use, and interpret all APA level A and B tests. Please note that these tests are not the restricted tests listed in the definition which are used for "diagnostic" purposes.

"Serving people with disabilities and their families since 1957"

The broad interpretation of MPSW 1.11 would eliminate anyone graduating with a Masters degree in vocational evaluation, a Certified Vocational Evaluator (CVE) or PVE, or pretty much anyone in Wisconsin currently doing vocational evaluations from continuing to provide this service. This would leave only Marriage and Family Therapy Social Workers meeting your MPSW 1.11 interpretation as qualified to do vocational evaluations; something they have absolutely no background in and no interest in doing. Please reconsider your interpretation of MPSW 1.11. A careful reading of this definition makes it clear that the testing done by vocational evaluators fits in with the section that I underlined, which would make it exempt from licensing requirements.

I have provided quality (exemplary rating from last CARF survey) vocational evaluation services to DVR for over 30 years and would like to be able to continue to do so.



James L Eckerle, MS, MBA, PVE
Vocational Evaluator

320 Broadway Street
Eau Claire, WI 54703
April 15, 2013

State Senator John Lehman
P.O. Box 7882
Madison, WI 53707-7882

Re: LRB 1530

Dear Senator Lehman:

Thank you for inviting input from the MPSW Board on the legislation proposed by Representative Fred Kessler and you concerning the protection of Wisconsin citizens from firearms tragedies. The mission of the MPSW Board is to protect the health, safety, and well-being of the public and to ensure the professionalism of the credential holders, and so we appreciate the opportunity to provide this feedback.

Currently, all Wisconsin licensed mental health professionals are required to notify local police and sheriff's departments when a client presents a serious, imminent danger to self or others, which is the "duty to warn" (see *Tarasoff v. Board of Regents* [CA, 1976]; *Schuster v. Altenberg* [424 N.W. 2d 159, 1988]; and MPSW 20 Code of Conduct, 20.02 (10) (c)). LRB 1530 encourages and gives the option to mental health professionals to make a report. This seems confusing and redundant when mental health professionals are presently mandated to report when there is clear danger to the client or others. The MPSW Board recommends that the local police or sheriff's department then report to the Department of Justice. LRB 1530 would require a duplicate and unnecessary reporting protocol. Further, the therapeutic relationship between a professional and a client may be damaged if the professional is required to report the dangerous individual directly to the Department of Justice and then that person is denied a gun permit or required to relinquish the gun permit. Maintaining a trusted therapeutic relationship is important to the mental health of the client and to the protection of the community.

The MPSW Board wishes to thank you for your efforts to protect Wisconsin citizens from violence such as Sandy Hook and, just today, the bombings in Boston, and to put limits on the carrying of concealed weapons.

Respectfully,

Nicholas Smiar, PhD, ACSW, CISW
Chairperson
Marriage and Family Therapy, Professional Counseling,
and Social Work Examining Board

320 Broadway Street
Eau Claire, WI 54703
April 15, 2013

State Representative Frederick Kessler
P.O. 8952
Madison, WI 53708-8952

Re: LRB 1530

Dear Representative Kessler:

Thank you for inviting input from the MPSW Board on the legislation proposed by Senator John Lehman and you concerning the protection of Wisconsin citizens from firearms tragedies. The mission of the MPSW Board is to protect the health, safety, and well-being of the public and to ensure the professionalism of the credential holders, and so we appreciate the opportunity to provide this feedback.

Currently, all Wisconsin licensed mental health professionals are required to notify local police and sheriff's departments when a client presents a serious, imminent danger to self or others, which is the "duty to warn" (see *Tarasoff v. Board of Regents* [CA, 1976]; *Schuster v. Altenberg* [424 N.W. 2d 159, 1988]; and MPSW 20 Code of Conduct, 20.02 (10) (c)). LRB 1530 encourages and gives the option to mental health professionals to make a report. This seems confusing and redundant when mental health professionals are presently mandated to report when there is clear danger to the client or others. The MPSW Board recommends that the local police or sheriff's department then report to the Department of Justice. LRB 1530 would require a duplicate and unnecessary reporting protocol. Further, the therapeutic relationship between a professional and a client may be damaged if the professional is required to report the dangerous individual directly to the Department of Justice and then that person is denied a gun permit or required to relinquish the gun permit. Maintaining a trusted therapeutic relationship is important to the mental health of the client and to the protection of the community.

The MPSW Board wishes to thank you for your efforts to protect Wisconsin citizens from violence such as Sandy Hook and, just today, the bombings in Boston, and to put limits on the carrying of concealed weapons.

Respectfully,

Nicholas Smiar, PhD, ACSW, CISW
Chairperson
Marriage and Family Therapy, Professional Counseling,
and Social Work Examining Board

Subject: Update - Clearinghouse Rule 13-009, relating to the education required for a Professional Counseling License

Chairman Nass is pleased to notify the members of the Assembly Colleges and Universities Committee that the Marriage and Family Therapy, Professional Counseling and Social Work Joint Board has voted to recall Clearinghouse Rule 13-009, relating to the education required for a Professional Counseling license. This action by the joint board was taken subsequent to a request from Chairman Nass on behalf of the committee.

The recall of CHR 13-009 will provide an opportunity for the joint board and the Department of Safety and Professional Services to address the concerns raised regarding the proposed rule at the May 23rd public hearing of the Assembly Colleges and Universities Committee. We do anticipate that a modified version of CHR 13-009 will eventually return to the committee.

Chairman Nass appreciates the cooperation extended by the department and joint board on this matter.

Mike Mikalsen
Clerk – Assembly Colleges and Universities Committee
Office of Representative Steve Nass
33rd Wisconsin Assembly District

(888) 529-0033 Toll-Free (Wisconsin Only)
(608) 266-5715

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

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3) Name of Board, Committee, Council, Sections: MPSW Joint Board			
4) Meeting Date: 7/23/13	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Psychotherapy – Discussion and Consideration	
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: Social Worker Section Motion: Barb Viste-Johnson moved, seconded by Elizabeth Krueger, to refer the topic of the definition of psychotherapy by the individual sections and in the statute to the Joint Board as an agenda item for the next Joint Board meeting. Motion carried unanimously.			
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.			

Profession	CE Audit Language
Advanced Practice Nurse Prescriber	<p>N 8.05 Continuing education. (3) Every advanced practice nurse prescriber 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 certificate.</p>
Aesthetician	<p>Continuing education is not required for the 2013 renewal.</p> <p>BC 11.05 Certificate of completion, proof of attendance. (2) The board may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.</p>
Appraiser, Real Estate	<p>There is Federal oversight by The Appraisal Subcommittee (ASC) of the Federal Financial Institutions Examination Council (FFIEC) requiring a CE audit each biennium. Wis. Admin. Code SPS 85 does not contain mandatory CE audit language.</p> <p>SPS 85.01(6) To audit for compliance, the department may require any certified or licensed appraiser to submit evidence of completion of 28 hours of continuing education for the biennium preceding the renewal. Every certified and licensed appraiser shall retain records of continuing education credits for at least 5 years.</p>
Architect	<p>A–E 12.06 Certificate of completion, proof of attendance. (3) The architect section may conduct a random audit on a biennial basis of its registrants for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise provide evidence of compliance. A registrant may use the American Institute of Architects continuing education system transcript service to document and record his or her continuing education and as evidence of compliance with the continuing education requirements.</p>
Athletic Trainer	<p>AT 3.05 Audit. The board may require any licensee to submit his or her evidence of compliance with the continuing education requirements to audit compliance.</p>
Auctioneer	<p>There is not any audit language within this code chapter, so below are excerpts relating to certificates of completion and the retention timeframe.</p> <p>SPS 128.04 Approval of educational programs; courses and instructors. (3) Program providers shall agree to monitor attendance at the beginning and end of each course and to furnish each participant an individual certificate of completion. Program providers shall retain copies of attendance records and evidence of completion of the courses by registered auctioneers for at least 5 years from the date the courses were presented.</p> <p>SPS 128.05 Certification of completion of courses. (1) COMPLETION REQUIREMENTS. A registered auctioneer shall attend all the required hours before the program provider may give a certificate of completion to the registered auctioneer. (2) CERTIFICATION OF COMPLETION. Program providers shall provide an individual certificate of completion to all registered auctioneers upon satisfactory completion of courses.</p>
Audiologist	<p>HAS 8.03 Continuing education. (5) For auditing purposes, every licensee shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (3) is signed.</p>
Barber	<p>Persuant to Wis. Stats. 454.265, The Department may require up to 4 hours of continuing education for barbers; however, this has not been determined yet. If CE is implemented, the code excerpt below would apply.</p>

	<p>BC 11.05 Certificate of completion, proof of attendance.</p> <p>(2) The board may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.</p>
Chiropractic Radiological Technician	<p>Chir 5.01 Continuing education requirements for credential renewal.</p> <p>(3) To obtain credit for completion of continuing education programs, a chiropractor, chiropractic radiological technician, or chiropractic technician shall certify on his or her application for credential renewal that he or she has completed all continuing education credits as required in this section for the previous 2-year credential registration period. A chiropractor, chiropractic radiological technician, or chiropractic technician 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 credential. Chiropractors, chiropractic radiological technicians, or chiropractic technicians attending a program for credit shall be present in the room where a program is being presented in order to claim credit. A chiropractor, chiropractic radiological technician, or chiropractic technician may claim credit hours for continuing education for which he or she was in actual attendance in the room, except for authorized break periods or to attend to personal hygiene needs.</p>
Chiropractic Technician	<p>Chir 5.01 Continuing education requirements for credential renewal.</p> <p>(3) To obtain credit for completion of continuing education programs, a chiropractor, chiropractic radiological technician, or chiropractic technician shall certify on his or her application for credential renewal that he or she has completed all continuing education credits as required in this section for the previous 2-year credential registration period. A chiropractor, chiropractic radiological technician, or chiropractic technician 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 credential. Chiropractors, chiropractic radiological technicians, or chiropractic technicians attending a program for credit shall be present in the room where a program is being presented in order to claim credit. A chiropractor, chiropractic radiological technician, or chiropractic technician may claim credit hours for continuing education for which he or she was in actual attendance in the room, except for authorized break periods or to attend to personal hygiene needs.</p>
Chiropractor	<p>Chir 5.01 Continuing education requirements for credential renewal.</p> <p>(3) To obtain credit for completion of continuing education programs, a chiropractor, chiropractic radiological technician, or chiropractic technician shall certify on his or her application for credential renewal that he or she has completed all continuing education credits as required in this section for the previous 2-year credential registration period. A chiropractor, chiropractic radiological technician, or chiropractic technician 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 credential. Chiropractors, chiropractic radiological technicians, or chiropractic technicians attending a program for credit shall be present in the room where a program is being presented in order to claim credit. A chiropractor, chiropractic radiological technician, or chiropractic technician may claim credit hours for continuing education for which he or she was in actual attendance in the room, except for authorized break periods or to attend to personal hygiene needs.</p>
Clinical Substance Abuse Counselor	<p>SPS 166.11 Recordkeeping. Every credential holder</p>

	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.
Clinical Supervisor in Training	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.
Cosmetology Manager	Continuing education is not required for the 2013 renewal. BC 11.05 Certificate of completion, proof of attendance. (2) The board may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.
Cosmetology Practitioner	Continuing education is not required for the 2013 renewal. BC 11.05 Certificate of completion, proof of attendance. (2) The board may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.
Dental Hygienist	There is not any audit language within this code chapter, so below is an excerpt relating to certificates of completion and the retention timeframe. DE 13.04 Continuing education requirements for dental hygienists. (9) RECORDKEEPING. Every licensee shall maintain a written record of the continuing education hours required under sub. (1) for not less than 6 years after completion of each credit.
Dentist	There is not any audit language within this code chapter, so below is an excerpt relating to certificates of completion and the retention timeframe. DE 13.03 Continuing education requirements for dentists. (10) RECORDKEEPING. Every licensee shall maintain a written record of the continuing education hours required under sub. (1) for not less than 6 years after completion of each credit.
Electrologist	Continuing education is not required for the 2013 renewal. BC 11.05 Certificate of completion, proof of attendance. (2) The board may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.
Engineer, Professional	A-E 13.06 Certificate of completion; proof of attendance. (2) The professional engineer section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise produce evidence of compliance.
Funeral Director	
Hearing Instrument Specialist	HAS 8.03 Continuing education. (5) For auditing purposes, every licensee shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (3) is signed.
Home Inspector	SPS 135.02 Continuing education requirements. (6) A registered home inspector shall obtain an individual certificate of completion from a program provider upon satisfactory completion of an educational program. Certificates of completion shall plainly state the title of the educational program, and the date, time and location on which the program was held. Registered home inspectors shall retain evidence of completion for at least 5 years from the date of completion. The

	department may require any registered home inspector to submit evidence of having completed the required hours of continuing education for the period specified in sub. (2).
Independent Clinical Supervisor	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.
Interior Designer	SPS 130.03 Continuing education. (6) A registered interior designer shall obtain an individual certificate of completion from a program provider upon satisfactory completion of the approved educational program. Registered interior designers shall retain evidence of completion for at least 5 years from the date of completion. The department may require any registered interior designer to submit evidence of having completed the required hours of continuing education for the period specified in sub. (2).
Intermediate Clinical Supervisor	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.
Land Surveyor	A-E 10.05 Certificate of completion, proof of attendance. (2) The land surveyor section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. It is the responsibility of each registrant to retain or otherwise produce evidence of compliance.
Landscape Architect	A-E 11.05 Certificate of completion, proof of attendance. (2) The landscape architect section may conduct a random audit of its registrants on a biennial basis for compliance with these requirements. If audited, a registrant shall provide evidence of compliance.
Licensed Radiographer	RAD 5.04 Audit. The board shall conduct a random audit for compliance with the requirements of this chapter at least every 6 years and require any licensee or permit holder to produce evidence of compliance with the continuing education requirements.
Limited X-Ray Machine Operator Permit	RAD 5.04 Audit. The board shall conduct a random audit for compliance with the requirements of this chapter at least every 6 years and require any licensee or permit holder to produce evidence of compliance with the continuing education requirements.
Manicurist	Continuing education is not required for the 2013 renewal. BC 11.05 Certificate of completion, proof of attendance. (2) The board may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.
Marriage and Family Therapist	MPSW 19.01 Continuing education requirements for license renewal. (9) The section may conduct audits or investigations, including random audits, to determine compliance by licensees with this chapter.
Massage Therapist or Bodywork Therapist	CE rules are currently being worked on
Massage Therapist or Bodyworker	CE rules are currently being worked on
Nursing Home Administrator	NHA 3.02 Continuing education. (3) If audited, a nursing home administrator shall submit to the board a certificate of attendance issued by the provider or other evidence of attendance satisfactory to the board. (4) To audit for compliance the board may require any nursing home administrator to submit evidence of completion of 24 hours

	<p>of continuing education for the biennium preceding the renewal.</p> <p>(5) Every nursing home administrator shall maintain records of continuing education hours for at least 5 years for auditing purposes.</p>
Occupational Therapist	<p>OT 3.06 Continuing education.</p> <p>(4) Evidence of compliance with this section such as certificates of completion shall be retained by each license holder through the biennium following the biennium for which credit is required for renewal of license.</p> <p>(5) The board may require any license holder to submit evidence of compliance with this section to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal.</p>
Occupational Therapy Assistant	<p>OT 3.06 Continuing education.</p> <p>(4) Evidence of compliance with this section such as certificates of completion shall be retained by each license holder through the biennium following the biennium for which credit is required for renewal of license.</p> <p>(5) The board may require any license holder to submit evidence of compliance with this section to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal.</p>
Optometrist	<p>Opt 8.02 Continuing education.</p> <p>(6) To obtain credit for completion of continuing education hours, an optometrist shall, at the time of each renewal of registration, sign a statement certifying that the course work has been completed. If audited, an optometrist shall submit certificates of attendance issued by each course provider or other evidence of attendance satisfactory to the board.</p>
Perfusionist	<p>Med 22.10 Continuing education.</p> <p>(5) An applicant for renewal shall certify his or her attendance at required continuing education. The board may conduct a random audit of all licensees on a biennial basis for compliance with continuing education requirements, and shall audit any licensee who is under investigation by the board for alleged misconduct.</p> <p>History: CR 03-023: cr. Register March 2004 No. 579, eff. 4-1-04.</p>
Pharmacist	<p>Phar 16.06 Audit. The board may require any pharmacist to submit his or her evidence of compliance with the continuing education requirements to audit compliance.</p> <p>History: Cr. Register, November, 1999, No. 527, eff. 12-1-99.</p>
Physical Therapist	<p>PT 9.05 Proof of attendance at continuing education programs. Applicants for renewal shall be required to certify their attendance at required continuing education programs. The board may conduct a random audit of all licensees on a biennial basis for compliance with continuing education requirements, and shall audit any licensee who is under investigation by the board for alleged misconduct.</p> <p>History: CR 03-020: cr. Register April 2004 No. 580, eff. 5-1-04.</p>
Physical Therapist Assistant	<p>PT 9.05 Proof of attendance at continuing education programs. Applicants for renewal shall be required to certify their attendance at required continuing education programs. The board may conduct a random audit of all licensees on a biennial basis for compliance with continuing education requirements, and shall audit any licensee who is under investigation by the board for alleged misconduct.</p> <p>History: CR 03-020: cr. Register April 2004 No. 580, eff. 5-1-04.</p>
Physician	<p>Med 13.06 Audit. The board may require any physician to submit his or her evidence of compliance to the board during the biennium for which 30 hours of credit are required for registration to audit compliance.</p>
Podiatrist	<p>Pod 3.04 Audit. The board may require any podiatrist to submit evidence to the board of his or her compliance with continuing education requirements during the preceding biennium.</p>
Prevention Specialist	<p>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</p>

	<p>program. At the request of the department, a credential holder shall deliver their documents to the department.</p>
Prevention Specialist in Training	<p>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.</p>
Private Practice School Psychologist	<p>(4) PROOF OF ATTENDANCE AT CONTINUING EDUCATION PROGRAMS. Applicants for renewal shall certify their attendance at required continuing education, but are not required to submit certificates of attendance unless the board requests the applicant to do so. The board shall conduct a random audit of 10 percent of all licensees on a biennial basis for compliance with continuing education requirements, and shall audit any licensee who is under investigation by the board for alleged misconduct.</p>
Professional Counselor	<p>MPSW 14.03 Continuing education requirements for license renewal. (9) The section may conduct audits or investigations, including random audits, to determine compliance by licensees with this chapter.</p>
Psychologist	<p>4) PROOF OF ATTENDANCE AT CONTINUING EDUCATION PROGRAMS. Applicants for renewal shall certify their attendance at required continuing education, but are not required to submit certificates of attendance unless the board requests the applicant to do so. The board shall conduct a random audit of 10 percent of all licensees on a biennial basis for compliance with continuing education requirements, and shall audit any licensee who is under investigation by the board for alleged misconduct.</p>
Real Estate Broker	<p>There is not any audit language within this code chapter, so below are excerpts relating to certificates of completion and the retention timeframe for schools.</p> <p>REEB 25.065 Continuing education requirements for brokers and salespersons. (3) A licensee shall submit evidence of completion of the continuing education requirement when applying for renewal of license. The department shall withhold issuance of the renewal license until such evidence is submitted and the licensee may not engage in the practice of real estate until having submitted such evidence and having received the license.</p> <p>REEB 25.07 Certification of attendance at pre-license and continuing education programs and courses. (2) CERTIFICATION OF ATTENDANCE. (a) Schools shall provide an individual certificate of attendance to all students upon satisfactory completion of education programs and courses. (d) A school shall maintain attendance records for at least 5 years after a program or course has been conducted.</p>
Real Estate Salesperson	<p>There is not any audit language within this code chapter, so below are excerpts relating to certificates of completion and the retention timeframe for schools.</p> <p>REEB 25.065 Continuing education requirements for brokers and salespersons. (3) A licensee shall submit evidence of completion of the continuing education requirement when applying for renewal of license. The department shall withhold issuance of the renewal license until such evidence is submitted and the licensee may not engage in the practice of real estate until having submitted such evidence and having received the license.</p> <p>REEB 25.07 Certification of attendance at pre-license and continuing education programs and</p>

	<p>courses.</p> <p>(2) CERTIFICATION OF ATTENDANCE. (a) Schools shall provide an individual certificate of attendance to all students upon satisfactory completion of education programs and courses.</p> <p>(d) A school shall maintain attendance records for at least 5 years after a program or course has been conducted.</p>
<p>Social Worker Advanced Practice Social Worker Independent Social Worker Licensed Clinical Social Worker</p>	<p>MPSW 8.04 Compliance. The section may conduct audits or investigations to determine compliance with this chapter by credential holders with this chapter.</p> <p>MPSW 8.02 Continuing education requirements for credential holders.</p> <p>(3) 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 section, credential holders shall deliver their original documents to the section.</p>
<p>Speech Language Pathologist</p>	<p>HAS 8.03 Continuing education.</p> <p>(5) For auditing purposes, every licensee shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (3) is signed.</p>
<p>Substance Abuse Counselor</p>	<p>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.</p>
<p>Substance Abuse Counselor in Training</p>	<p>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.</p>
<p>Veterinarian</p>	<p>VE 10.02 Continuing education.</p> <p>(8) For auditing purposes, every veterinarian and veterinary technician shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (6) is signed. The board may audit for compliance by requiring a veterinarian or veterinary technician to submit evidence of compliance to the board for the biennium immediately preceding the biennium in which the audit is performed. Documentation of completion of continuing education hours shall include one of the following:</p>
<p>Veterinary Technician</p>	<p>VE 10.02 Continuing education.</p> <p>(8) For auditing purposes, every veterinarian and veterinary technician shall maintain records of continuing education hours for at least 5 years from the date the certification statement required under sub. (6) is signed. The board may audit for compliance by requiring a veterinarian or veterinary technician to submit evidence of compliance to the board for the biennium immediately preceding the biennium in which the audit is performed. Documentation of completion of continuing education hours shall include one of the following:</p>