M.S. in Counseling Program - SAC-IT Application Process

The following courses and corresponding semester hours fulfill the 100 hour requirement for the application for the SAC-IT License. Students enrolled in the Clinical Mental Health Counseling concentration may apply for this training license after the completion of 21 hours in the program, if the 21 hours have included the course requirements listed below. Furthermore, you must have an offer of a Practicum/Internship, and form #2770, signed by that agency supervisor. It is permissible to complete all the paperwork, except form #2770, and submit the documents while you wait for a Practicum/Internship offer. Once you have an offer of placement, the final form (#2770) can be submitted. Decisions regarding granting of the SAC-IT are the sole responsibility of the DSPS, Substance Abuse Counselor Board.

General Instructions for completing the SAC-IT Application

- Go to https://dsps.wi.gov/Pages/Professions/SubstanceAbuseCounselorInTraining/Default.aspx
  Scroll down until you see “Application for licensure”. You will need to download the following forms:
    - #2743
      - Fill out pages 1-3
      - You are checking the fee box for SAC-IT and Rules & Statues Exam = $150.00
    - #3079
      - Check “SAC-IT” and complete the top portion; your advisor or the P/I Coordinator will complete the bottom portion.
      - Faculty advisors should complete all portions of the bottom, check the SAC-IT box, and put the date as the semester that they finished the required courses for the license. Sign where it requires a signature under the SCHOOL and make a copy before giving it back to the student. DSPS requires that the form be mailed by our institution.
    - #2832
      - Complete form #2832 by identifying a set of courses that they will be using to meet the 100 hours of substance abuse. Based on which courses the student uses, they will send a word document that contains the course descriptions of each course (Course descriptions can be found on our MS in Counseling Group Page). The courses you will be using to complete the education section (pages 2-7 of this form) are to be selected from the following:
        - Substance Abuse Assessment (15 hours)
          CON 714 (15 hours)
        - Substance Abuse Counseling (15 hours)
          CON 612 (45 hours)
          CON 714 (5 hours)
        - Substance Abuse Case Management (10 hours)
          CON 714 (15 hours)
        - Substance Abuse Education (15 hours) – Will need 2 courses completed
CON 714 (10 hours)
CON 715 (10 hours) or CON 775 (10 hours) or CON 740 (5 hours)

- Substance Abuse Professional Responsibilities (20 hours)
  CON 600 (45 hours)
- Electives (25 hours needed) – Complete one
  CON 650 (45 hours)
  CON 700 (45 hours)
  CON 740 (45 hours)
  CON 741 (45 hours)

  o Take Form #2770 to the site where they have an accepted offer of internship placement & the supervisor there will complete this form.

- Send an Unofficial Transcript – Students can print this from a MMU login
- Disregard Form #3080 as it is completed after your internship is completed.
- Retain 2 copies of all completed documents – 1 copy for your files and 1 copy for your Practicum/Internship file.