



Addiction Professionals Certification Board, Inc.

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Certified Prevention Specialist (CPS)

The Certified Prevention Specialist is an individual who has demonstrated competence related to alcohol, tobacco and drug prevention and who provides services that build capacities of individuals and systems to promote healthy environments, lifestyles, and communities.

Requirements

- 120 Hours of pre-approved coursework (see Coursework Requirements and Verification pages). Appropriate college credit can be used toward CPS coursework. College courses will be approved at the Board's discretion. All other CPS coursework must have prior approval from The Certification Board.**
- A minimum of a Bachelor's degree in a Human Services related field from an accredited institution.**
- Copy of Degree and Transcript must be attached to application. Subject to Board Approval.**
- Two (2) years of full-time experience (i.e., 4,000 hours) in at least one of the Five Domains of Prevention (see page 6). This requirement also contains a 120 hour Practicum completed within 2 years of the date of the application**
- Successful completion of the ICRC Prevention Written Exam (form: <http://www.certbd.com/pdfs/testing-forms/written-test-registration-form.pdf>)**
- 50 hours of Prevention related education is required every two years to maintain the CPS credential.**
- \$225.00 non-refundable review fee (check or money order made payable to The Certification Board)**



Applicant Information

Name: _____

(Please print your name as it should appear on your certificate)

Home address: _____

city state zip: _____

home phone#: _____

soc. sec. #: _____

e-mail address: _____

optional information, will not affect certification:

highest degree of education: _____

ethnicity: _____ **race** _____ **sex** _____

Verification of Prevention experience

Applicants must document two (2) years (i.e., 4,000 hours) of prevention experience immediately prior to date of application. Prevention experience must be directly related to one or more of the five domains. Copies of this page maybe made if necessary.

The following is required for each of the jobs listed:

- A Program description, detailing the prevention services provided by your agency (signed by your supervisor)
- A Job description, detailing your work in one or more of the domains (signed by your supervisor)
- Applicants must include a copy of their personal resume.

Supervisor's Name

Name of Employer: _____

Employer Address: _____

Work Phone # : _____

Your Job Title: _____

Check One:

Full Time

Part Time If part time, # hours per week _____

Dates Employed (MO/YR) From _____ to _____



Signature of Supervisor: _____ **date:** _____

CPS course completion

Applicant name: _____

Please note original certificates must be submitted with the application, as well as a set of photocopies and a self addressed, stamped envelope. Once the review has been completed, the originals will be returned. If the SASE is not included, the originals will not be returned. You must include an official transcript with this information and each certificate must include the Course title, Domain approval # , total hours and date and be signed by the Approved Provider Agency.

All courses must be pre-approved and submitted in the following order.

- Prevention Program Planning and Assessment P101
- Prevention Activities and Methods P102
- Program Design P103
- Evidence Based Prevention Models P104
- Prevention Program Evaluation P105
- Dynamics and Process of ATOD Dependency and Abuse P201
- Impact of Substance Use Disorders on Families and Larger Systems P202
- Prevention Issues with Special Populations P203
- Prevention of Violent and Compulsive Behaviors P204
- Presentation Skills P205
- Community Assessment P301
- Coalition Building and Maintenance P302
- Coordinating Community Prevention Activities P303
- Introduction to Methods and the Impact of Environmental Change P401
- Assessment and Planning of Environmental Strategies P402
- Implementation and Enforcement of Environmental Change P403
- Professional Growth P501
- Ethics and Legal Issues for Prevention Specialist P502
- Cultural Competency P503
- Self Care for the Prevention Specialist P504

Applicant Signature : _____ **Date** _____



Applicant name: _____

Supervisor's name: _____

By signing off on the domains below, the supervisor validates that a minimum of one hour of direct supervision has been provided for each 10 hour block of required experience.

120 hour Supervised Practical Training (Practicum)

Domains

- Education & Skill Development: 10 hours**
Supervisor signature: _____ date: _____
- Community Organization: 10 hours**
Supervisor signature: _____ date: _____
- Public Policy & Environmental Change: 10 hours**
Supervisor signature: _____ date: _____
- Professional Growth and Responsibility: 10 hours**
Supervisor signature: _____ date: _____
- Planning and Evaluation: 20 hours**
Supervisor signature: _____ date: _____

SUPERVISOR: Please verify that the remaining 60 hours were completed in any of the above areas.

Supervisor signature date



Code of Ethical Conduct for Prevention Professionals

Preamble:

The Principles of Ethics are a model of standards of exemplary professional conduct. These principles of the Code of Ethical Conduct for Prevention Professionals guide members in the performance of their responsibilities to the public, to service recipients, and to colleagues. They guide members in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The Principles call for commitment to honorable behavior, even at the sacrifice of personal advantage. These Principles should not be regarded as limitations or restrictions, but as goals for which Prevention Professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the field.

Principles:

I. Non-Discrimination:

A Prevention Professional shall not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, economic condition, or physical or mental disability, including persons testing positive for AIDS-related virus. A Prevention Professional should broaden his/her understanding and acceptance of cultural and individual differences, and in doing so render services and provide information sensitive to those differences.

II. Competence:

C " R t g x g p v k q p " R t q h g u u k q p c n " u j c n n " q d u g t x g " v j g " r t q h g u u k q p improve personal competence and quality of service delivery, and discharge professional responsibility to the best of his/her ability. Competence is derived from a synthesis of education and experience. It begins with the mastery of a body of knowledge and skill competencies. The maintenance of competence requires a commitment to learning and professional improvement t j c v " o w u v " e q p v k p w g " v j t q w i j q w v " v j g " r t q h g u u k q p

A. Professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable technical and ethical standards.

B. Due care requires a professional to plan and supervise adequately any professional activity for which he or she is responsible.

C. A Prevention Professional should recognize limitations and boundaries of competencies and not use techniques or offer services outside of his/her competencies. Each professional is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed.

D. When a Prevention Professional is aware of unethical conduct or practice on the part of an agency or prevention professional, he or she has an ethical responsibility to report the conduct or practices to appropriate authorities or to the public.

III. Integrity:



To maintain and broaden public confidence, Prevention Professionals should perform all professional responsibilities with the highest sense of integrity. Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle.

A. Personal gain and advantage should not subordinate service and the public trust. All information should be presented fairly and accurately. Each professional should document and assign credit to all contributing sources used in published material or public statements.

B. Prevention Professionals should not misrepresent either directly or by implication professional qualifications or affiliations.

C. A Prevention Professional should not be associated directly or indirectly with any services or products in a way that is misleading or incorrect.

IV. Nature of Services:

Above all, Prevention Professionals shall do no harm to service recipients. Practices shall be respectful and non-exploitive. Services should protect the recipient from harm and the Professional and the profession from censure.

A. Where there is evidence of child or other abuse, the Prevention Professional shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.

B. Where there is evidence of impairment in a colleague or a service recipient, a Prevention Professional should be supportive of assistance or treatment.

C. A Prevention Professional should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment for himself/herself.

V. Confidentiality:

Confidential information acquired during service delivery shall be safeguarded from disclosure, including - but not limited to - verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases.

VI. Ethical Obligations for Community and Society:

According to their consciences, Prevention Professionals should be proactive on public policy, and legislative issues. The public welfare c p f " v j g " k p f k x k f w c n ø u " t k i j v " v q " u g t x k e g u " c p f " r g t Professionals who must adopt a personal and professional stance that promotes the well-being of all humankind.

I have read and understand the Code of Ethical Conduct for Prevention Professionals. I will, to the best of my ability, adhere and honor this Code in my professional and personal dealings.

Applicant signature: _____ **date:** _____

Witness signature: _____ **date:** _____

