



## PSCBW CPP Recertification Application Checklist

Name: \_\_\_\_\_

CPP #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Required Documents to Upload to Personal Google Drive Folder:**

Recertification Application Checklist completed in full, including signature.

CPP Recertification Fee online payment receipt.

Photocopy of current, official photo identification.

### **Prevention Educational Requirements (Education/Training Hours with Attached Completion Documentation):**

**A minimum total of 40 hours:** A minimum of 20 hours in ATOD Prevention-Specific CEUs and 20 hours of General Prevention Education must be completed and documented on the CPP Record of CEUs Completion form.

Minimum of 20 hours of ATOD Prevention-Specific CEUs completed.

Minimum of 20 hours of General Prevention CEUs completed.

### **Code of Ethical Conduct for Prevention Professionals:**

Signed and dated the Code of Ethical Conduct for Prevention Professionals document to indicate agreement to the principle of the Code of Ethical Conduct.

### **Current Criminal History Background Check:**

Enclosed results of Criminal Background Check (current or completed within one year prior to the application date).

**NOTE:** PSCBW will review and check for both violent and/or sexual offenses that may prohibit award of this credential.

### **Submittal of completed CPP Recertification Application:**

Email notification to the PSCBW that you have uploaded all required documents to [information@pscwb.com](mailto:information@pscwb.com). This notification will initiate the PSCBW review of all submitted documents.

### **File Storage:**

Completed renewal application that has been uploaded to the applicant's personal Google Drive folder will be archived once it has been approved by the PSCBW Board. It is recommended that digital copies of the applicant's recertification application be saved on a personal computer and/or other form of electronic storage.

I attest that I have completed all required renewal documents with accurate and up-to-date information. They have been uploaded to my personal folder on the PSCBW Google Drive for submission and review.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:** Refer to the instructions on how to sign in Adobe Reader on the PSCBW website at <https://www.pscwb.com/forms-list>