



## Initial APP Application Submission Checklist

To assist you in submitting a completed application, please use this Application Checklist and include it with your application.

**Applicant Name:** \_\_\_\_\_

### Applicant Registration Form:

- Applicant Registration Form completed in full, including applicant signature.
- Proof of current residency and employment in Washington
- Photocopy of applicant's current, official photo identification

### Verification of Prevention Experience:

- 500 hours minimum of documented prevention experience with verifying signatures of supervisors

### Prevention Educational Prerequisites (Education/Training Hours with Attached Documentation):

**Total of 70 hours:** 50% of the required 70 education hours (35 hours) must be earned within the last ten years, and 50% of the required 70 education hours (35 hours) must be earned within the last two years.

- Drug Education/ATOD Prevention Education (minimum of 35 hours)
- General Prevention Education (minimum of 35 hours)

### Code of Ethical Conduct for Prevention Professionals:

- The applicant signed and dated the form to indicate agreement to the principles of the Code of Ethical Conduct.

### Criminal History Background Check:

- Enclosed results of Criminal History Background Check (current or completed within one year prior to the date when the applicant sends the notification that their personal folder with all required documentation has been uploaded and is ready for the review process to begin.

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

**Submittal of completed APP Certification 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 applications that have been uploaded to the applicant's personal, Google Drive folder will be archived on the PSCBW Google Drive. It is recommended that digital copies of the applicant's approved APP Application be saved in a folder on a personal computer and/or other form of electronic storage.