



Initial CPP 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.
- Current testing fee payment receipt
- Proof of current residency and employment in Washington
- Photocopy of applicant's current, official photo identification

Verification of Prevention Experience:

- 2,000 hours minimum of documented prevention experience
- 10 hours minimum planning & evaluation (Domain I.)
- 10 hours minimum prevention education and service delivery (Domain II.)
- 10 hours minimum communication (Domain III.)
- 10 hours minimum community organization (Domain IV.)
- 10 hours minimum public policy and environmental change (Domain V.)
- 10 hours minimum professional growth & responsibility (Domain VI.)
- 120 hours minimum of supervised experiential learning (with verifying signature)

Verification of Experiential Learning:

- Supervised Experiential Learning Form(s) completed, including dates of supervision and signed by supervisor.
- Ratings for prevention domains with evaluating supervisor signing on each page.

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

Total of 120 hours: 50% of the required 120 education hours (60 hours) must be earned within the last ten years, with 40 of those 60 hours earned within the last two years.

- Pharmacology of Drugs Education (24 hours)
- Prevention-Specific Ethics (6 hours)
- ATOD Prevention Education (45 hours)
- General Prevention Education (45 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 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.

Registration Form for the IC&RC Prevention Specialist Certification Examination for Alcohol, Tobacco and Other Drug Abuse Prevention Specialists:

- Completed registration form for the Prevention Specialist Examination.

Submittal of completed CPP Certification Application/Portfolio:

Email notification to the PSCBW that you have uploaded all required documents to smgpscwb@gmail.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 CPP Application/Portfolio be saved in a folder on a personal computer and/or other form of electronic storage.

Signature

Date