



CERTIFIED PREVENTION PROFESSIONAL

CPP RENEWAL APPLICATION PACKET



The Prevention Specialist Certification Board of Washington (PSCBW) is a member board of the International Certification & Reciprocity Consortium (IC&RC).

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CPP Renewal Packet approved by the Board of Directors, January 20, 2012.

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Introduction

As a current CPP, you are responsible for renewing your credential by your birthdate every two years. As a courtesy, the Prevention Specialist Certification Board of Washington will send a reminder to the email address we have on record for you, at least 30 days prior to your expiration date. It is imperative that you notify the PSCBW of any changes in your contact information and avoid delays during the renewal application review process.

When you are ready to submit your complete CPP Renewal Application Packet, it must include these documents and payment:

- CPP Renewal Application Checklist
- Completed CPP Record of CEUs Completion Form(s)
- Current Criminal History Background Check (Completed within one year prior to renewal application date.)
- Signed PSCBW Prevention Code of Ethical Conduct Form
- CPP Renewal Fee Online Payment Receipt

You must have uploaded all required documents to your personal folder, no later than your certification expiration date.

CEUs Requirements

The purpose of continuing education is to promote ongoing professional development. It benefits the individual, group, organization, and community to whom prevention services are provided. It also benefits the Prevention Professional and the alcohol, tobacco and other drug (ATOD) prevention profession. CPPs will build upon their previously demonstrated competencies and show evidence of their professional development through continuing education.

Forty (40) CEUs are required to maintain certification and must be earned within the two year certification period. An average of twenty (20) CEUs should be obtained each year.

CEUs are not transferable to any other certification period. Those obtained prior to the CPP's initial date of certification are not eligible to be used for maintaining certification. A Prevention Professional may receive CEU credit only once for one training event, even if the event is repeated during different certification periods. Non-program time, such as breaks, social hours, registration time and mealtimes, are excluded.

CEUs Conversion Formulas: One CEU is equivalent to one clock hour. To convert college credit hours into clock hours, please see the key on your transcript or consult your university or college where the credits were earned. In most cases: **1 credit = 10 clock hours.**

Applicants must meet these overall and specific category CEUs requirements:

- ❖ **40 hours minimum** CEUs combined from the following:
 - **Alcohol, Tobacco and other Drugs (ATOD) Prevention Education – 20 hours minimum.** Topic examples include pharmacology, classification of drugs, potential for abuse/addiction, effects of drugs on the brain/body, current drug trends, addiction theory, signs and symptoms of addiction, addiction and the family, etc.
 - **General Prevention Education – 20 hours minimum.** Topic examples include training in evidence-based prevention strategies and programs, prevention curriculum training, planning and evaluation of prevention interventions, substance abuse in older adults, substance abuse in veterans, coordinating and/or implementing prevention activities, social marketing, community organizing, coalition development, environmental prevention strategies, cultural competency, behavioral health promotion, suicide prevention, HIV/AIDS prevention, community mobilization, media messages, social marketing, public policy, communication, professional growth and responsibility, etc. not specific to ATOD prevention.

- ❖ Include accurate documentation for each educational course/training/event that you list in the application.
 - Include as many hours and documentation as possible for each category. Additional documented hours beyond the minimum are encouraged.
 - Include photocopies of transcripts, certificates of completion/participation/attendance to your application. If the applicant does not have a certificate/transcript, the applicant may submit a completed Affidavit of Attendance. Make additional copies from the form included in this packet or they may be downloaded from the PSCBW website at <https://www.pscbw.com/>.
 - Include brief descriptions of educational courses/trainings/events. This can include a syllabus, list of objectives or a published overview of the event with delineated learning goals. This information serves only to provide further information for the PSCBW. The course description, syllabus, program brochure, etc. CANNOT be substituted as documentation of actual attendance, in lieu of a transcript, certificate or Affidavit of Attendance.

Sources of CEUs

- ❖ Training, classes, courses, seminars, workshops and conferences provided in and out of state by valid and qualified presenters, instructors and credited organizations on prevention-related topics. The number of CEUs awarded will be equal to the number of hours spent in actual training time.

Examples of prevention topics: prevention program development, prevention theory and practice, public policy planning, ATOD prevention research and program models, grant and proposal writing, supervisory and management skills, human development, teaching and training, public speaking, community organization, community needs assessment, target populations, networking, working with volunteers, marketing, written communication, systems approach to prevention, group facilitation, professional ethics, rules and regulations, cultural diversity and advocacy at the local, state and national levels.

Evidence of attendance, participation and completion shall be demonstrated by:

1. Submission of transcripts with course description/syllabus stating the number of credits.
 2. Submission of certificates stating the number of hours attended.
 - If either “1” or “2” are not available, applicants shall submit an Affidavit of Attendance.
- ❖ CPPs may receive up to twelve (12) General Prevention Education CEUs every two years for volunteer time serving as a member of the PSCBW Board of Directors. These hours of service must coincide with the two year renewal period. CEUs may be earned for Board meeting participation at a rate of one (1) CEU per board meeting attended. Attendance will be documented in Board meeting minutes.
 - ❖ Teaching and training other ATOD professionals in the Prevention, Knowledge or Competency Areas qualifies for up to a maximum of fifteen (15) CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient/student education and public education lectures are not eligible, as they are not given to professionals in the field. Presentations for which the CPP has previously received credit are also not eligible. Evidence of this training or teaching engagement needs to be demonstrated through submission of an official agenda, program summary or signed Affidavit of Attendance.*
 - ❖ Peer reviewed research papers accepted for publication, reading or discussion at a professional meeting or conference and professional publications in the ATOD prevention field qualifies for up to a maximum of fifteen (15) CEUs in a two year certification period. The topic must pertain to generally accepted prevention principles and must address the knowledge, skills and core functions of the prevention profession. This work can be counted only once, even though presented in more than one format or location. Evidence of this would include submission of a copy of the research paper documenting where the publication has been accepted and/or published. The number of CEUs allowed shall depend on the length and quality of the research paper and will be subject to peer review by the members of the PSCBW Eligibility Committee.

NOTE: Refer to the PSCBW website for a list of approved trainings, workshops, courses, etc. located at <https://www.pscbw.com/education-resources>

Extension Policy

Any CPP wishing to acquire an extension to renew an expiring certification must present a request for extension to the Board in writing. A 30-day grace period may be allowed upon request. An additional 90-day (120 day extension from expiration of the certificate) may be granted at a cost of \$50.

If an extension is not granted, the CPP certification will be considered lapsed, and he/she will be removed from the roster of current CPP holders. To regain certification, refer to the [Recertification](#) page on the PSCBW website for information about this application process.

Submission Process

The application submission and review process has been updated to an electronic format. Prior to submitting your completed CPP Renewal Application, you must submit a completed [Intent to Apply for Renewal Certification](#) form found on the PSCBW website. Select the checkbox at the bottom of the form for Intent to Apply for CPP Renewal Certification, then click Submit.

Once the PSCBW receives this form, a personal folder will be created in the Board's secure Google Drive. The primary personal folder will include subfolders where the individual forms of the application will be uploaded. Instructions are included as well. A link to the personal folder will be emailed to you once it is created.

Once you have completed uploading all of the required documents for CPP renewal to your personal folder, you must notify the Board that your completed application is ready to be reviewed. The Board's review process could take between one to two months to process your renewal application. Further documentation and/or clarification may be requested if any gaps are identified. This may result in a delay in processing your application.

Required Forms to Be Submitted

- CPP Renewal Application Checklist
- CPP Renewal Record of CEUs Completion
- Signed Code of Ethical Conduct for Prevention Professionals
- CPP Renewal Application Fee Payment Receipt
- Current Criminal History Background Check Instructions

Supplemental Documents

- Affidavit of Attendance Form
- Adobe Reader Signature Instructions

All required documentation for CPP Renewal and supplemental documents are available on the Master Forms page on the PSCBW website, <https://www.pscbw.com/forms-list>.