



## CPP Recertification Application Checklist

Applicant Name: \_\_\_\_\_ Previous CPP #: \_\_\_\_\_ DOB (m/d): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Cell  Home  Office Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

### Required Documents to Upload to Personal Folder on Google Drive

- CPP Recertification Application Form
- CPP Recertification Application Checklist
- Current WA Driver's License
- CPP Recertification Fee Online Payment Receipt (\$175)

### Prevention Education Continuing Education Hours (CEHs) Minimum Requirements (60 hours)

- Drug Pharmacology and/or Harm Reduction Education (5 hours)
- Prevention-Specific Ethics Education (6 hours)
- Substance Use Prevention Education (22 hours)
- General Prevention Education (22 hours)
- General Prevention Education – Diversity, Equity and Inclusion (DEI) (5 hours)
- Completed CPP Renewal Record of CEHs Completion Form and submission of all attendance verification documentation.

### Code of Ethical Conduct for Prevention Professionals

- Code of Ethical Conduct for Prevention Professionals document to indicate agreement and commitment to the principles of the Code, signed and dated.

### Current Criminal History Background Check

- Enclosed results of Criminal History Background Check (Completed within one year prior to the application date.)

### Submission of Completed CPP Recertification Application

- Sends email notification to PSCBW that all uploads of required documents are completed to [smgpscbw@gmail.com](mailto:smgpscbw@gmail.com). This notification will initiate the PSCBW review of all submitted documents.

I attest that I have completed all required CPP recertification 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed