



ASSOCIATE PREVENTION PROFESSIONAL

APPLICATION REQUIREMENTS



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

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Application originally approved by the PSCBW Board of Directors, April 15, 2002.
Effective January 7, 2020, rev. 2

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INTRODUCTION

The Prevention Specialist Certification Board of Washington (PSCBW) developed this **Associate Prevention Professional Application Packet**.

Associate Prevention Professional (APP): The APP is an entry level certification targeted toward students or beginning professionals who are learning prevention skills and entering the field. An APP is a professional that uses specific knowledge and skill sets to provide services and/or programs aimed at preventing or reducing problems caused by the misuse of alcohol and other drugs. The APP credential is designed to support an applicant's progress toward becoming a Certified Prevention Professional (CPP) in Washington State.

An APP will have \$50 applied from their APP certification fee toward their CPP application fee. This is a one-time benefit. An APP with a lapsed certification will not be eligible for this benefit.

The APP is not eligible for reciprocity with IC&RC. The APP certificate is issued for a two-year period and can be renewed for one additional two-year period. An APP wanting to renew their APP status must show progress toward attaining the necessary 'training' and 'work experience' required to become a CPP. Following a renewal, an APP wishing to be certified in Washington State must apply for a CPP credential. An APP can, however, submit an application to become a CPP at any time prior to renewal.

Our mission is to conduct certification of prevention professionals, to uphold ethical standards, and to promote professional development and growth.

The PSCBW was established March 6, 2002, as a Washington State non-profit corporation and is a member board of the International Certification and Reciprocity Consortium (IC&RC). The PSCBW conducts a peer review process for certification of prevention professionals and for renewals of individuals who have obtained their Associate Prevention Professional and Certified Prevention Professional credentials.

If you need more information, please contact us at:

Contact: Liz Wilhelm, President
Email: lizprevention@gmail.com
Address: PO Box 7172
Spokane, WA 99207
Website: <https://www.pscbw.com>

APPLICATION DIRECTIONS

Applicant: Keep this section for your reference.

The application process begins with the applicant submitting the Intent to Apply for Certification form on the PSCBW website <https://www.pscbw.com>. The completed APP application with required documents must be uploaded to a personal folder created on the secure PSCBW Google Drive. Once you have uploaded all required documents for Initial APP Certification to your personal folder, you must notify the Board that your completed application is ready to be reviewed. Once the review process is completed, the APP application is presented to the full Board for their approval at their subsequent monthly meetings.

General Description of Application Requirements

PREVENTION EXPERIENCE:

Verification of at least 500 hours (approximately three months full time) prevention-related experience.

EDUCATION & TRAINING:

Verification of a **minimum of 70 contact hours** of prevention education/training. **50%** of the 70 contact hours (35 hours) must be earned **within the last 10 years**, and the other **50%** (35 hours) earned **within the last two (2) years**.

Specifically, the 70 hours must be comprised of:

35 hours minimum combined from the following:

- ❖ **Drug Education** (e.g., 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.)

and/or

- ❖ **ATOD Prevention Education** (e.g., 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, etc. if specific to ATOD prevention)

35 hours minimum General Prevention Education (e.g., 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)

CODE OF ETHICAL CONDUCT FOR PREVENTION PROFESSIONALS

Commitment to professional code of ethics through a signed statement.

CRIMINAL HISTORY BACKGROUND CHECK

Obtained within one (1) year prior to the date that the personal folder APP application completion notification is received from the applicant.

Fee Schedule

The Prevention Specialist Certification Board of Washington (PSCBW) approved the following fee structure:

APP CERTIFICATION CATEGORIES	FEES
Initial APP Certification Application	\$100
APP Renewal Fee: Only one 2-year renewal period is allowed.	\$100
APP progression to CPP: APPs will have \$50 applied from their APP certification fee toward their CPP application fee. This is a one-time benefit. APPs with lapsed certifications will not be eligible.	+\$50

PSCBW strives to keep the fees as low as possible; however, the fees must cover necessary costs. These costs include:

- Application processing
- Credentialing

Fees are subject to change: Please refer to the current fee schedule on our website www.pscbw.com.

Prevention Education Prerequisites

Directions:

- ❖ Make as many copies of the form as you need.
- ❖ Indicate the name/title of the educational course/event/training that you attended.
- ❖ Include the date(s), location (e.g., city, school), and number of clock hours, educational course hours, training/event hours awarded.
- ❖ Total the hours for each educational prerequisite section.
- ❖ Include accurate documentation for each educational course/training/event that you list in this application.
 - Include as many hours and supporting documentation as possible for each category. Additional documented hours beyond the minimum are encouraged.
 - Include photocopies of transcripts and certificates of completion/ participation/ attendance with your application. If you submit college transcripts, please use a highlighter pen to indicate the applicable course(s) and provide a syllabus and a brief course description. If the applicant does not have a certificate/transcript, the applicant may submit a completed Affidavit of Attendance. This form may be downloaded from the PSCBW website at www.pscbw.com.
 - Include brief descriptions of educational courses/training/events. This can include 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, etc. can NOT be substituted as documentation of actual attendance in lieu of a transcript, certificate or Affidavit of Attendance.
 - In most cases, college course credit conversion is one (1) credit = 10 clock hours.
- ❖ Document the minimum educational prerequisites of **70 clock hours** in prevention-specific education. 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**) earned within the **last two years**.
- ❖ Specifically, the 70 hours must reflect education/training as follows:
 - **24 hours of Drug Education** (e.g., 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.)
 - **6 hours of Prevention-specific Ethics training/education**
 - **45 hours of ATOD Prevention Education** (e.g., 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, etc. if specific to ATOD prevention)
 - **45 hours of General Prevention Education** (e.g., 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) 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.

PSCBW Code of Ethical Conduct for Prevention Professionals

Adapted from the Prevention Think Tank, Inc.
(Revised November 2017)

Preamble:

The Prevention Code of Ethical Conduct principles are models of exemplary professional behavior. These principles express prevention professionals' recognition of responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. They guide prevention professionals in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. Prevention professionals shall adhere to the same principles of professionalism online as they would offline. The principles call for honorable behavior, even at the sacrifice of personal advantage. These principles shall not be regarded as limitations or restrictions, but as goals toward which prevention professionals shall constantly strive. They are guided by core values and competencies that have emerged with the development of the prevention field.

Principles:

Principle 1: Nondiscrimination.

A prevention professional shall not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, gender identity, economic condition or physical, medical or mental disability. A prevention professional shall broaden their understanding and acceptance of cultural and individual differences, and in doing so, render services and provide information sensitive to those differences.

Principle 2: Competency.

Prevention professionals shall master their prevention specialty's body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service delivery, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the cultures within which prevention application occurs. The maintenance of competence requires continual learning and professional improvement throughout one's career.

- A.** Professionals shall be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable technical and ethical standards.
- B.** Due care requires a professional to plan and supervise adequately and evaluate to the extent possible any professional activity for which he or she is responsible.
- C.** A prevention professional shall recognize limitations and boundaries of competencies and not use techniques or offer services outside of his or her competencies. Each professional is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed. When asked to perform such services, a prevention professional shall, to the best of their ability, refer to an appropriately qualified professional. When no such professional exists, a prevention professional shall clearly notify the requesting person/organization of the gap in services available.
- D.** Ideally, prevention professionals shall be supervised by competent senior prevention professionals. When this is not possible, prevention professionals shall seek peer supervision or mentoring from other competent prevention professionals.
- E.** When a prevention professional has knowledge of unethical conduct or practice on the part of an agency or prevention professional, he or she has an ethical responsibility to report the conduct or practices to funding, regulatory or other appropriate bodies.

- F. A prevention professional shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate professional assistance for any form of substance misuse, psychological impairment, emotional distress, or any other physical related adversity that interferes with their professional functioning.
- G. Prevention professionals shall not permit students, employees, or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience and competence.
- H. Prevention professionals who supervise others accept the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations, and constructive consultation.

Principle 3: Integrity.

To maintain and broaden public confidence, prevention professionals shall perform all responsibilities with the highest sense of integrity. Personal gain and advantage shall not subordinate service and the public trust. Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle.

- A. All information shall be presented fairly and accurately. Each professional shall document and assign credit to all contributing sources used in published material or public statements.
- B. Prevention professionals shall not misrepresent either directly or by implication professional qualifications or affiliations.
- C. Where there is evidence of impairment in a colleague or a service recipient, a prevention professional shall be supportive of assistance or treatment.
- D. Prevention professionals shall not be associated directly or indirectly with any service, products, individuals, and organizations in a way that is misleading.
- E. Prevention professionals shall cooperate with the Ethics Committee of the Prevention Specialist Certification Board of Washington.

If a Prevention Professional is found to have committed an ethical violation by another discipline or jurisdiction, the Prevention Professional must immediately report the violation to the Ethics Committee of the Prevention Specialist Certification Board of Washington.

Principle 4: Nature of Services.

Practices shall do no harm to service recipients. Services provided by prevention professionals shall be respectful and non-exploitive.

- A. Services shall be provided in a way that preserves the protective factors inherent in each culture and individual.
- B. Prevention professionals shall use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.
- C. Where there is suspicion of abuse of children or vulnerable adults, the prevention professional shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.

Principle 5: Confidentiality.

Confidential information acquired during service delivery shall be safe guarded from disclosure, including – but not limited to – verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases. Prevention professionals are responsible for knowing the confidentiality regulations relevant to their prevention specialty.

Principle 6: Ethical Obligations for Community and Society.

According to their consciences, prevention professionals shall be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness shall guide the efforts of prevention professionals to educate the general public and policy makers. Prevention professionals shall adopt a personal and professional stance that promotes health.

Prevention Professionals shall be aware of their local and national regulations regarding lobbying and advocacy, and act within the laws and funding guidelines.

I have read and understand the Prevention Code of Ethical Conduct and will adhere to and honor this Code to the best of my ability.

The applicant will sign and date the Code of Ethical Conduct available on the Master Forms on the PSCBW website. All pages of the form shall be submitted with the CPP Application.

PSCBW Code of Ethical Conduct Policies

Applicant: Keep this section for your reference.

The Principles of Ethics are models of exemplary professional behavior.

Filing Complaints

Persons wishing to file a complaint against a Certified Prevention Professional in Washington or against someone seeking certification from the PSCBW may do so by obtaining an Ethics Complaint Form and a personal release form from the PSCBW office.

All complaints must be signed by the complainant, contain the complainant's home address, and be accompanied by the signed personal release. Upon request, the PSCBW shall make reasonable efforts to accommodate special needs.

Completed complaints shall be mailed directly to "President-Investigation" of the PSCBW. The PSCBW shall respond to the complainant regarding receipt of the complaint and shall keep the complainant advised about the status of the complaint review process.

Review of Complaint/ Investigation

Within 30 days of receipt of the complaint, the PSCBW President shall review the complaint to determine whether the PSCBW has jurisdiction. If the President has a conflict of interest in reviewing the complaint, another member of the PSCBW Executive Committee will review the complaint and provide recommendations to the PSCBW Ethics Committee. The PSCBW President (or delegate) shall report the complaint and review findings to the Ethics Committee upon their next scheduled session.

Within 30 days of receiving the President's Report, the Ethics Committee will inform the complainant and the respondent of the results of the President's review. The Ethics Committee shall notify the respondent by certified mail at the last known address available to the PSCBW. The notice will include the charges, the name of the complainant, and the PSCBW action and reason(s). The Ethics Committee shall also convene a PSCBW review panel to conduct an investigation. The PSCBW review panel will schedule a meeting and conduct their investigation within 45 days of the notice to the complainant and the respondent. If, during the course of the investigation, it appears that criminal behavior may have occurred, the PSCBW's President will report the alleged criminal behavior to the appropriate authority.

Within 15 days of its meeting, the PSCBW review panel shall recommend to the PSCBW Executive Committee to dismiss the complaint, obtain additional evidence sufficient upon which to base a decision, or impose disciplinary action. If disciplinary action is recommended, it shall consist of one or more of the following:

- Written caution
- Public reprimand
- Suspension
- Revocation of certification or certification plan minimum of two years before re-applying for certification
- Denial of application for certification or recertification
- Other sanctions which may be deemed appropriate by the PSCBW Board of Directors

Action

Within 15 days of receipt of the PSCBW review panel's report, the Executive Committee shall either: (1) Affirm the report and recommendations, or (2) return to review panel for further clarification to be agreed upon between both groups within 30 days.

If no disciplinary action is to result, the PSCBW President shall notify the respondent by certified mail and the complainant by regular mail, and the matter shall be closed. A report shall be submitted at the next PSCBW meeting, and a full report filed.

If disciplinary action is contemplated, the recommendation and name of the respondent shall be announced to the full PSCBW at its next meeting (or by mail at the discretion of the PSCBW Executive Committee). Within five working days after the announcement to the full Board, the respondent shall be notified by certified mail of the following:

- Findings of fact.
- Conclusions as to which Rules of Conduct have been violated.
- The sanction to be imposed.
- Right of appeal and procedures for appeal.

If no appeal is filed within 30 days, the decision of the PSCBW review panel and affirmation of the Executive Committee shall be final, and any disciplinary action imposed shall take effect upon passage of the prescribed time period. When any disciplinary action takes effect, the President shall notify the complainant of the results of the disciplinary process.

Appeals Process

The respondent shall receive full written information about the right of appeal and procedures for appeal, which includes:

- The appeal must contain the name, address and telephone number of the appealing party, as well as a written statement of the reasons supporting the appealing party's dissatisfaction with the review panel's decision, a statement of the relief desired by the appealing party, copies of all relevant documents, and signature of the appealing party.
- The appeal shall be mailed to "President-Investigation" by certified mail and postmarked no later than 30 days after receiving notice of intended disciplinary action. The appeal must be accompanied by a non-refundable certified check or money order for \$100.
- The PSCBW President and President Elect shall, within 21 days of receipt of the appeal, schedule a hearing to take place no less than 21 days and no more than 45 days from the date of notice of appeal. The PSCBW shall notify by mail all parties expected to attend the hearing.
- The hearing shall be closed to the public. Failure of the respondent to attend the hearing shall be deemed a waiver of the appeal. In such cases, the hearing will be dismissed, and the prior decision of the review panel and Executive Committee shall take effect immediately. Any request by the respondent for postponement of the hearing must be immediately served in writing to the PSCBW – the PSCBW shall have discretion to grant or deny such request.
- Within 21 days of the completion of the hearing, if held, the hearing panel shall prepare a written decision containing the findings of fact, and conclusions as to whether any of the rules of the Code of Ethics have been violated. This decision shall be submitted to the Executive Committee, and a copy to the respondent by certified mail and the complainant by regular mail. At its next scheduled regular meeting, the PSCBW shall be notified of the hearing panel's decision.

Criminal History Background Check

Applicant: Keep this section for your records.

Directions: The applicant shall acquire a **Criminal History Background Check** from their local Police Department, Sheriff's Office or State Patrol. If such a Criminal History Background Check has occurred within the past year prior to the date the application is submitted, the applicant may forward a copy of that criminal history background check from another institution (such as a school or state approved treatment agency). The fees for the Criminal History Background Check may vary from community to community (typically ranging \$25 to \$45). It is available through the WA State Patrol online at <https://watch.wsp.wa.gov> and shall be the responsibility of the applicant to acquire. The Criminal History Background Check results should be included with the candidate portfolio at the time of submission. **A complete application includes a current Criminal History Background Check.**

The applicant shall not construe their certification through PSCBW as meeting all criminal history background check requirements of other institutions. Each institution must make decisions based upon their own requirements and procedures.

Applicants with convictions involving violence against others or sexual abuse or child abuse or the substantive equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Washington under a different statutory name or number, shall be refused certification, until such time as their record becomes expunged, or in contested cases, until the decision is reversed by the board upon appeal. This will apply to convictions occurring in another jurisdiction or in Washington State under a different statutory name or number.

Examples of disqualifying offenses include but are not limited to:

- | | |
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| A. Aggravated Murder | T. Incest |
| B. Murder | U. Child Neglect in the First Degree |
| C. Kidnapping in the First Degree | V. Endangering the Welfare of a Minor |
| D. Rape in the Third Degree | W. Using Child in Display of Sexually Explicit Conduct |
| E. Rape in the Second Degree | X. Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child |
| F. Rape in the First Degree | Y. Paying for Viewing Sexual Conduct Involving a Child |
| G. Sodomy in the Third Degree | Z. Arson in the First Degree |
| H. Sodomy in the Second Degree | AA. Prostitution |
| I. Sodomy in the First Degree | BB. Promoting Prostitution |
| J. Unlawful Sexual Penetration in the Second Degree | CC. Compelling Prostitution |
| K. Unlawful Sexual Penetration in the First Degree | DD. Sadoomasochistic Abuse or Sexual Conduct in Live Show |
| L. Sexual Abuse in the Third Degree | EE. Furnishing Obscene Materials to Minors |
| M. Sexual Abuse in the Second Degree | FF. Sending Obscene Materials to Minors |
| N. Sexual Abuse in the First Degree | GG. Exhibiting an Obscene Performance to a Minor |
| O. Contributing to the Sexual Delinquency of a Minor | HH. Displaying Obscene Materials to Minors |
| P. Sexual Misconduct | II. Disseminating Obscene Materials |
| Q. Accosting for Deviant Purposes | JJ. Publicly Displaying Nudity or Sex for Advertising Purposes |
| R. Public Indecency | KK. Distribution of Controlled Substances to Minors |
| S. Bigamy | LL. Manufacture or Delivery of Controlled Substances to Minor or Student |

Disqualification and Appeals:

Should a Criminal History Background Check produce a conviction on any of the above stated crimes, certification shall be withheld. The applicant may file an appeal. To find out more about the appeals procedure, refer to the PSCBW website, pscbw.com.

Application Submission Process

The application submission and review process has been updated to an electronic format. Prior to submitting your completed Initial APP Certification Application, you must submit an [Intent to Apply for Initial APP Certification](#) form found on the PSCBW website. Select the checkbox at the bottom of the form for Intent to Apply for Initial APP 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 the applicant once it is created.

Once you have uploaded all required documents for the Initial APP Certification Application 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 application. Further documentation and/or clarification may be requested if any gaps are identified. This may result in a delay in processing your application.

Expiration Dates & APP Renewals

Since the Board transitioned to expiration dates being on birth dates, the initial two-year APP certification period is calculated from the date the applicant notifies the Board that all application documents have been uploaded to their personal folder and their birth date in the second year. For example, when an Initial APP Application is approved by the PSCBW Board on 2/21/2023, and the applicant's birth date is 12/14, their expiration date will be on 12/14/2024. This initial certification period is for only 22 months. Certification periods are a maximum of two years. If the expiration date would be on 12/14/2025, the certification period would exceed the two-year maximum. All subsequent renewal expiration dates will fall on birth dates every two years.

The renewal process is designed to assist the APP in maintaining and expanding competence. APP credential holders are expected to submit their renewal materials at least 30 days prior to their expiration date. The PSCBW will strive to send a reminder to the CPP credential holder at the CPP's last known email address, 30 to 60 days prior to the expiration date of his/her APP certification.

The renewal process follows the same steps as applying for initial APP certification. It begins with submitting an Intent to Apply for APP Renewal. A new personal folder with subfolders for the APP Renewal Application will be created on the secure PSCBW Google Drive. Applicants will receive an email with the link that gives them direct access to their new primary folder. Instructions are included. Once all required documents have been uploaded and the applicant sends notification that their personal folder application upload is complete and is ready to begin the review process.

The initial APP certificate is issued for a two-year period. Applicants are eligible for one additional two-year renewal. To renew your APP status, you must complete and submit the following:

- Written Progress Report – provide a written description demonstrating progress made toward attaining the necessary training and work experience required to become an CPP.
- Prevention Educational Prerequisites Form – submit training hours accompanied by certificates or other supporting documentation.
- Code of Ethical Conduct for Prevention Professionals.
- 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).

Renewal Fee (refer to the fee schedule information on page 3)

Following a renewal, APPs wishing to stay certified in Washington State must apply for a Certified Prevention Professional (CPP) credential.

If your certification has lapsed you must file for an extension, otherwise you will be removed from the APP roster. You will receive a renewal packet from PSCBW, at the APP's last known mailing address, 30-60 days prior to the expiration date of your certification.

It is the responsibility of the APP to contact the Board with any changes such as name, mailing address, email address and phone number. Lack of communication with the PSCBW about such changes could delay the renewal process. A Change of Contact Information form is available on the Contact Us page on the PSCBW website, pscbw.com.

The renewal applicant must demonstrate progress made in achieving the applicable training and work experience required to become a CPP (please review CPP requirements at www.pscbw.com). Continuing education may be acquired through college course work, workshops, in-services, trainings, classes and conferences. Applicant must submit recorded training hours accompanied by a certificate/documentation.

Program schedules, syllabi, flyer, etc. will not be accepted as documentation of participation, but accepted only as additional clarifying information. In lieu of a certificate, the applicant may submit a completed Affidavit of Attendance. This affidavit is intended to be used on a limited basis and for special circumstances, such as in the case in which the conference/training sponsor did not provide a Certificate of Completion. The Eligibility Committee will review the completed affidavit forms to determine whether these hours will be accepted. This form is available on the PSCBW website at www.pscbw.com.

The renewal fee must accompany the renewal application (refer to the fee schedule information on page 6).

Acquire a new Criminal History Background Check within a year prior to the APP's renewal date and forward the report results to PSCBW, along with other required renewal documentation and fee.

Extensions Policy

Any Associate Prevention Professional 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-days (total of 120-days extension from expiration of the certificate) may be granted at a cost of \$50.



Associate Prevention Professional

Required Application Documents to Submit

- Applicant Registration Form
- Initial APP Application Checklist
- Supervised Prevention Experience Form
- Initial APP Record of Prevention Education Prerequisites Completion Form
- Initial APP Certification Fee Online Payment Receipt
- Signed Code of Ethical Conduct for Prevention Professionals (All pages)
- Current Criminal History Background Check

All forms are on the PSCBW website at <https://www.pscbw.com/forms-list>.