



CERTIFIED PREVENTION PROFESSIONAL (CPP)

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

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Introduction

Current CPPs are responsible for renewing their credential by their birth date every three (3) years. It is imperative that they notify the PSCBW of any changes in their contact information and avoid delays during the renewal application review process.

When an applicant is ready to submit their completed CPP Renewal Application, it must include these documents and fee payment:

- CPP Renewal Application Checklist
- Completed CPP Renewal Record of Continuing Education Hours (CEHs) Completion Form including attendance verification documents.
- Current Criminal History Background Check (Dated within one year prior to renewal application submission date.)
- Signed PSCBW Prevention Code of Ethical Conduct Form
- CPP Renewal Fee Online Payment Receipt (\$150)
- Current WA Driver's License

They must have uploaded all required CEHs documents to their personal folder **no later than 90 days prior to their certification expiration date**. Remaining required documents must be submitted **no later than 60 days prior to their certification expiration date**.

Continuing Education Hours (CEHs) 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 substance misuse prevention profession. CPPs will build upon their previously demonstrated competencies and show evidence of their professional development through continuing education.

Sixty (60) CEHs are required to maintain certification and must be earned within the prior three-year certification period. This equates to an average 20 CEHs each year.

CEHs 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 CEHs credit only once for one educational 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.

CEHs Conversion Formulas: One CEH 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 CEHs requirements:

60 hours minimum CEHs combined from the following:

- **Drug Pharmacology and/or Harm Reduction Education – 5 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.
- **Prevention-Specific Ethics Education – 6 hours minimum.**
- **Substance Use Prevention Education – 22 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, etc.
- **General Prevention Education – 22 hours minimum.** Topic examples include 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 Substance Use Prevention.

▪ **General Prevention Education in Health Equity – 5 hours minimum**

PSCBW's understanding of Health Equity is as follows:

Health Equity is the fair and just allocation of community resources, access and opportunities in such a way that all persons have what they need to succeed, grow, contribute and be represented in all parts of society. Health Equity refers not to providing identical resources to everyone but to afford access and distribution of resources and opportunities based on each person's needs.

To complete the CPP Renewal Record of CEHs Completion Form include accurate documentation for each educational course/training/event that is listed in the application:

- Include as many hours and documentation as possible for each category. Additional documented hours beyond the minimum are encouraged.
- Include copies of transcripts, certificates of completion/participation/attendance to the application. If a certificate of attendance is not provided, the applicant must contact the individual or agency that hosted the event to request that they provide a verification of attendance on official letterhead that includes the date, number of hours earned, course content description and presenter(s) name(s).
- Transcripts for completed college courses must include the date that the course began, name of the course and the number of credits earned. Include a description of course content, list of objectives and name(s) of presenter(s). This can include a syllabus, list of objectives or a published overview of the course with delineated learning goals. This information serves only to provide further information for the PSCBW review of applications. The course description, syllabus, program brochure, etc. CANNOT be substituted as documentation of actual attendance, in lieu of a transcript or an official certificate/letter.
- Conference attendance verification must be verified by an official conference certificate and/or letter on letterhead listing the date(s) of attendance, keynote/workshop content descriptions, number of hours earned and presenters. A completed Conference CEHs Categorization Worksheet must also be submitted. The applicant will list the specific, individual keynotes and workshops attended with the number of hours earned and placed in the appropriate category column. Category assignments may be changed during the PSCBW review process.

Sources of CEHs

- ❖ 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 CEHs 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:

- Submission of certificates and/or official letters from agencies providing the training stating the number of hours attended.
 - Submission of a conference workshops schedule including course description, presenters and number of hours attended. The Conference CEHs Category Assignment Worksheet must be included.
 - Submission of transcripts with course description/syllabus stating the number of credits or hours completed.
- ❖ Current CPPs in good standing may receive CEHs for volunteer time serving as a director of the PSCBW Board of Directors on a case-by-case basis.
 - ❖ Teaching and training other prevention professionals and reading peer-reviewed research papers are no longer accepted for CEHs.

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

Extensions

There are no extensions beyond the expiration date. An exception of a 30-day extension for significant life events, e.g., death in the immediate family, military deployment, illness or injury with medical verification documentation and jury duty, may be granted on a case-by-case basis. CPP Renewal certification will be considered lapsed at 12:01 AM on the day after the expiration date. A lapsed CPP 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 and Review Process

The application submission and review process has been updated to an electronic format. Prior to submitting a completed CPP Renewal Application, an applicant must submit a completed [Intent to Apply for CPP Renewal Certification](#) form found on the PSCBW website. A confirmation of submission will be emailed to the applicant.

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 in the Folder Instructions & Links subfolder. Links to the personal folder will be emailed to the applicant once it is created. Applicants will upload all required application documents to the corresponding subfolders.

We highly recommend that the 3rd year of the CPP certification period be used to assemble all required CEHs documents. The Board's review process could take between one to three months to process the entire renewal application. This is why we set the following submission target dates.

The applicant must upload their completed CPP Renewal Record of CEHs Completion Form and all required CEHs attendance verification documents to their personal folder and notify the Board that this documentation is ready for our review at least **90 days** prior to their expiration date. Reviewing this documentation is the most time intensive part during our preliminary review. The applicant will be notified of any gaps identified and must submit the requested documentation within 30 days of this notification. Delays in submitting this requested documentation beyond the 30-day period can result in the applicant's application review being put to the end of our reviews queue.

All remaining required documentation, e.g., CPP Renewal Application Checklist, signed Code of Ethical Conduct Form, current WA Driver's License, current Criminal History Background Check, etc., must be uploaded at least 45 days prior to their expiration date. Applicant will also be notified if any gaps are identified with these documents as well.

Applications are reviewed by three PSCBW Directors. Once the review process is completed, the applicant's name will be added to the Eligibility List for approval at a subsequent Board meeting.

CPP Renewal Required Forms to Be Submitted

- CPP Renewal Application Checklist
- CPP Renewal Record of Continuing Education Hours (CEHs) Completion
- Signed Code of Ethical Conduct for Prevention Professionals
- CPP Renewal Application Fee Online Payment Receipt (\$150)
- Current Criminal History Background Check (Dated within 12 months prior to the application submission date.)
- Current WA Driver's License

Supplemental Documents

- Conference CEHs Category Assignments Worksheet(s) for each conference attended
- Adobe Reader Signature Instructions

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