



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.
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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 application 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 three-year period. Applicants must show progress toward attaining the necessary 'training' and 'work experience' required to become a CPP. An APP wishing to remain certified in Washington State must apply for a CPP credential. An APP can, however, apply to become a CPP at any time within the three-year certification period.

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 and maintain their Certified Prevention Professional credentials.

If you need more information, please contact us at:

Contact: Sigrid Gauger, Director of Operations
Email: smgpscbw@gmail.com
Address: PO Box 217
Clarkston, WA 99403
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 an applicant has uploaded all required documents for Initial APP Certification to their personal folder, they must notify the Board that their 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 (3) months of full-time work) of prevention-related experience.

PREVENTION EDUCATION:

Verification of a **minimum of 70 hours** of prevention education. **35 hours** may be earned **within the last 10 years**, and a minimum of **35 hours** earned **within the last two (2) years**.

Specifically, the 70 hours must be comprised of:

- ❖ Drug Pharmacology and/or Harm Reduction Education
- ❖ Prevention-Specific Ethics
- ❖ Substance Use Prevention Education
- ❖ General Prevention Education
- ❖ General Prevention Health Equity Education

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.

OFFICIAL WA ID DOCUMENTS

- ❖ Current WA State Driver's License
- ❖ Current proof of employment in WA
- ❖ Current utility bill

Fee Schedule

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

APP CERTIFICATION CATEGORIES	FEES
APP Certification Application	\$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 needed.
- ❖ Indicate the name/title of the educational event that are 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 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.
 - 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.
 - In most cases, college course credit conversion is one (1) credit = 10 clock hours. Applicants should check with their educational institution to see if their credit calculation is the same or different.
 - Conference attendance 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.
- ❖ Document the minimum educational prerequisites of **70 clock hours** in prevention-specific education. **35 hours** may be earned within the **last ten years**, and a minimum of **35 hours** earned within the **last two years**.
- ❖ Specifically, list a **minimum of 5 hours** of Drug Pharmacology and/or Harm Reduction Education, a **minimum of 6 hours** in Prevention-specific Ethics, a **minimum of 30 hours** in Substance Use Prevention Education, a **minimum of 24 hours** in General Prevention Education and a **minimum of 5** hours in General Prevention Health Equity Education for a **minimum of 70** total hours.
 - **Substance Use 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, drug pharmacology, etc.
 - **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.

For academic coursework, an official college/university transcript and course syllabus containing the learning objectives must be submitted. To convert college credits into clock hours please see the key on

your transcript or consult your university or college where the credits were earned. Generally, one credit = 10 CEHs.

Application Submission Process

The application submission and review process has been updated to an electronic format. Prior to submitting a completed APP Certification Application, the applicant must submit an Intent to Apply for APP Certification form found on the PSCBW website, <https://www.pscbw.com/app-1>.

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 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 an applicant has uploaded all required documents for the APP Certification Application to their personal folder, they must notify the Board that their completed application is ready to be reviewed. The Board's review process could take between two to three months to process an application. Further documentation and/or clarification may be requested if any gaps are identified. This may result in a delay in processing an application.

Expiration Dates

Since the Board transitioned to expiration dates being on birth dates, the three-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 third year. For example, when an APP Application is approved by the PSCBW Board on 2/21/2026, and the applicant's birth date is 12/14, their expiration date will be on 12/14/2028. Certification periods are a maximum of three years. If the expiration date would be on 12/14/2029, the certification period would exceed the three-year maximum.

APPs must apply for the Initial CPP Certification credential within the three-year period.

Required APP Application Documents to Submit

- APP Application Registration Form
- APP Application Submission Checklist
- Supervised Prevention Experience Form
- APP Record of Prevention Education Prerequisites Completion Form
- APP Application Fee (\$100) Online Payment Receipt
- Signed Code of Ethical Conduct for Prevention Professionals (All pages)
- Current Criminal History Background Check (dated within one year prior to the submission of a completed application)

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