



CERTIFIED PREVENTION PROFESSIONAL

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

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Introduction

As a former CPP, an applicant is eligible to regain their CPP credential through our CPP Recertification Application process. Our entire application and review process is conducted in electronic format from our website. All forms are in pdf format and can be completed using Adobe Reader.

The completed CPP Recertification Application Packet must include these documents and payment:

- CPP Recertification Application Registration Form
- CPP Recertification Application Checklist
- CPP Recertification Record of Continuing Education Hours (CEHs) Completion Form
- Current Criminal History Background Check (Completed within one year prior to recertification application submission date.)
- Signed PSCBW Prevention Code of Ethical Conduct Form
- CPP Recertification Fee Online Payment Receipt (\$175)
- Copy of current Washington Driver's License

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 for CPP recertification. A maximum of 30 CEHs can be submitted for education completed within the last ten years and a minimum of 30 CEHs within the three (3) years prior to applying for recertification.

CEHs are not transferable to any other certification period. Those obtained prior to the CPP's initial date of recertification are not eligible to be used for maintaining certification. A prevention professional may receive CEH 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.

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, social marketing, community organizing, coalition development, environmental prevention strategies, etc. if specific to Substance Use Prevention.)
- **General 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, 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.

– **General Prevention Education – Diversity, Equity and Inclusion (DEI) – 5 hours minimum**

Examples of education/training events that focus on the elements below:

Diversity is the presence of differences in dimensions of human identity. Dimensions of diversity may include, but are not limited to, race, age, sex, gender identity, gender expression, (dis) ability, religious beliefs, sexual orientation, ethnicity, national origin, immigration status, citizenship, socioeconomic status, housing status, marital status, language, and political perspective.

Equity is the fair and just allocation of 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. Equity refers not to providing identical resources to everyone but to distributing resources and opportunities based on each person's needs.

Inclusion is the intentional, ongoing effort to ensure that diverse individuals have equitable access and involvement in community and decision-making. As an action, inclusion entails welcoming, supporting, respecting, and valuing diverse individuals and groups for their unique contributions and perspectives, while ensuring none are excluded from presence, belonging, and participation with dignity.

❖ Include accurate documentation for each educational course/training/event that was attended 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.

❖ 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:

1. Submission of transcripts with course description/syllabus stating the number of credits.
2. Submission of certificates stating the number of hours attended.

❖ 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 substance misuse professionals in the Prevention, Knowledge or Competency Areas and reading peer-reviewed research papers accepted for publication are no longer eligible for CEHs.

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

Submission Process

The application submission and review process are completed in electronic format. Prior to applicants submitting their completed CPP Recertification Application, they must submit a completed [Intent to Apply for CPP Recertification](#) form found on the PSCBW website. Select the checkbox at the bottom of the form for Intent to Apply for CPP Recertification, 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 applicants once they are created.

Once the applicant has completed uploading all of the required documents for CPP recertification 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 one to three months to process their recertification application. Further documentation and/or clarification may be requested if any gaps are identified. This may result in a delay in processing an applicant's application.

Required Forms to Be Submitted

- Intent to Apply for CPP Recertification Form
- CPP Recertification Application Registration Form
- CPP Recertification Application Submission Checklist
- CPP Recertification Record of Continuing Education Hours (CEHs)
- Signed Code of Ethical Conduct for Prevention Professionals
- Current Criminal History Background Check (dated within 12 months prior to submission of completed application)
- CPP Recertification Application Fee Payment Receipt (\$175)
- Current Washington Driver's License copy

Supplemental Documents

- Conference CEHs Category Assignment Worksheet (if applicable)
- Adobe Reader E-Signature Instructions

All required documentation for CPP Recertification and supplemental documents is available on the Master Forms List page on the PSCBW website.