



PSCBW CPP Renewal Application Checklist

Name: _____

CPP #: _____

Email: _____

Phone: _____

Required Documents to Upload to Personal Google Drive Folder:

- Renewal Application Checklist completed in full, including signature.
- CPP Renewal Fee online payment receipt.
- Proof of current residency and/or employment in Washington.
- Photocopy of current, official photo identification.

Prevention Educational Requirements (Education/Training Hours with Attached Completion Documentation):

A minimum total of 40 hours: A minimum of 20 hours in ATOD Prevention-Specific CEUs and 20 hours of General Prevention Education must be completed and documented on the CPP Record of CEUs Completion form.

- Minimum of 20 hours of ATOD Prevention-Specific CEUs completed.
- Minimum of 20 hours of General Prevention CEUs completed.

Code of Ethical Conduct for Prevention Professionals:

- Signed and dated the Code of Ethical Conduct for Prevention Professionals document to indicate agreement to the principle of the Code of Ethical Conduct.

Current Criminal History Background Check:

- Enclosed results of Criminal Background Check (current or completed within one year prior to the application date).

NOTE: PSCBW will review and check for both violent and/or sexual offenses that may prohibit award of this credential.

Submission of completed CPP Renewal Application:

Email notification to the PSCBW that you have uploaded all required documents to smgpscbw@gmail.com. This notification will initiate the PSCBW review of all submitted documents.

File Storage: Completed applications that have been uploaded to the applicant's personal, Google Drive folder will be archived on the PSCBW Google Drive. It is recommended that digital copies of the applicant's approved CPP Renewal Application/Portfolio be saved in a folder on a personal computer and/or other form of electronic storage.

I attest that I have completed all required renewal 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.

Signature

Date

NOTE: Refer to the instructions on how to sign in Adobe Reader on the PSCBW website at <https://www.pscbw.com/forms-list>