

5 Steps to a CPP Credential

INTENT FOR INITIAL CPP CERTIFICATION

Complete and submit a letter of intent to apply for CPP.

An individual PSCBW Google Drive folder is created to upload application documents.

REQUIRED DOCUMENTS

Application documents required include candidate experience and continuing education verification:

- Initial CPP Application Registration Form
- Initial CPP Application Checklist
- Prevention Experience Form
- Prevention Experience Questionnaire
- Supervised Prevention Experiential Learning Form
- Record of CEUs Prerequisites Completion
- Signed Code of Ethical Conduct
- Current Criminal Background Check (within the last year)
- Copy of Initial CPP Certification Online Fee Pay receipt

All the forms listed above are found Master Forms webpage. **Upload all required documents to individual Google Drive personal folder.**

FINAL STEP

Board recognizes CPP credential and is added to Active CPP database.



CPP EXAMINATION

Testing Chair will coordinate with applicant to register for the CPP examination.

If exam is not passed, a retest will be scheduled.

Upon passing the exam, candidates will be notified that they are now a CPP.

Testing Chair will send a CPP Certification Certificate once the passing IC&RC Exam Scores are received.

APPLICATION REVIEW

Notify Eligibility Committee Chair that the Google Drive folder contains all required documents.

Application is reviewed by PSCBW directors to determine if all application requirements have been met. If any deficiencies are noted, the Eligibility Chair will notify applicant of additional documentation needed. Addressing deficiencies will delay moving to the Testing Phase.

The Board reviews the completed application and approves to move on to the testing phase.

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APPLICATION REVIEW

Notify Eligibility Committee Chair that the Google Drive folder contains all required documents.

Application is reviewed by three (3) PSCBW directors to determine if all application requirements have been met. If any deficiencies are noted, the Eligibility Chair will notify applicant of additional documentation needed. Addressing deficiencies will delay moving to the Testing Phase.

The Board reviews the completed application and approves to move on to the testing phase.