



APP RENEWAL REQUIREMENTS

NOTE: This is a Washington credential ONLY and is not recognized by the IC&RC as reciprocal.



The Prevention Specialist Certification Board of Washington (PSCBW) is a member board of the International Certification & Reciprocity Consortium (IC&RC).

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

Revised June 16, 2024.

The Associate Prevention Professional (APP) certificate can be renewed for **one** (1) additional two-year period. APPs wanting to renew their APP status must show progress toward attaining the necessary “training” and “work experience” required to become a Certified Prevention Professional (CPP). Following a renewal, APP’s wishing to be certified in Washington State must apply for the CPP credential. However, APPs can apply to become a CPP at any time prior to renewal.

The APP is designed to support an applicant’s progress toward becoming a Certified Prevention Professional (CPP) in Washington State. **Before completing your renewal for APP, please consider your eligibility to apply to become a Certified Prevention Professional.**

Renewal and Extensions Policies

The application submission and review process has been updated to an electronic format. Prior to submitting the completed APP Renewal Application, an applicant must submit a completed [Intent to Apply for APP Renewal Certification](#) form found on the PSCBW website. Select the checkbox at the bottom of the form for Intent to Apply for CPP Renewal Certification, 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 to the corresponding subfolders. A link to the personal folder will be emailed to the applicant once it is created. Instructions for uploading the required documentation are included in the personal folder.

Once you have completed uploading all of the required documents for CPP renewal to your personal folder, you must notify the Board that your completed application is ready to be reviewed. The Board’s review process could take between one to two months to process your APP renewal application. Further documentation and/or clarification may be requested if any gaps are identified. This may result in a delay in processing your application.

To renew the APP credential, an applicant must complete and submit the following documentation:

- Written Progress Report: Provide a written description demonstrating progress made toward attaining the necessary ‘training’ and ‘work experience’ required to become a CPP.
- Complete the Quantitative Prevention Experience Form. Include the actual number of experiential hours completed since your Initial APP application.

If you are documenting experience at more than one agency, photocopy the blank form as needed. Ensure that the form(s) is signed by a supervisor.

- APP Renewal Prevention Educational Continuing Education Hours (CEHs) Form: Submit training hours accompanied by certificates and other supporting attendance verification documentation. Single-day and multi-days conferences attended are split into individual keynotes/workshops attended.
- Sign and date the Code of Ethical Conduct for Prevention Professionals.
- Submit a current Criminal History Background Check (within one year of renewal application submission)
- APP Renewal Fee: \$100 (Pay online on the PSCBW website at <https://www.pscbw.com/online-store>)
- File Copy: Keep a copy of your completed candidate portfolio/application.

Extensions: Prior to your APP credential expiration date, you can request a no-cost, 30-day extension if you are unable to gather all of your documentation for renewal. There is an additional 90-day extension you can request for a \$50 fee. All requests for extensions must be made in writing.

It is the responsibility of the APP to notify the PSCBW in writing of any contact changes such as name, address, and phone number during the two years. Lack of communication from the APP about such changes could delay the renewal process.

- The renewal applicant must demonstrate progress made in achieving the required training and work experience required to become a CPP (please review CPP requirements at www.pscbw.com). Continuing education may be acquired through college course work, workshops, in-services, training, classes, and conferences. Applicant must submit recorded training hours accompanied by a certificate/documentation.
- Program schedules, syllabi, flyer, etc. will not be accepted as documentation of participation, but accepted only as additional clarifying information. In lieu of a certificate, the applicant may submit a completed Affidavit of Attendance. This affidavit is intended to be used on a limited basis and for special circumstances, such as in the case in which the conference/training sponsor did not provide a Certificate of Completion. The Eligibility Committee will review the completed affidavit forms to determine whether these hours will be accepted. This form is available on the PSCBW website at www.pscbw.com.

Prevention Educational Prerequisites

Include accurate documentation for each educational course/training/event that you list in this application.

- Include as many hours and documentation as possible for each category. Additional documented hours beyond the minimum are encouraged.
- Include photocopies of transcripts and certificates of completion/participation/attendance to your application. If the applicant does not have a certificate/transcript, the applicant may submit a completed Affidavit of Attendance. This form is available through request from the PSCBW (see page 1) and may be downloaded from the PSCBW website at www.pscbw.com or PreventionCertificationWA.org.
- Include brief descriptions of educational courses/trainings/events. This can include syllabus, list of objectives, or a published overview of the event with delineated learning goals. This information serves only to provide further information for the PSCBW. The course description, syllabus, program brochure, etc. can NOT be substituted as documentation of actual attendance in lieu of a transcript, certificate or Affidavit of Attendance.
- Document the educational prerequisites in the categories below. Education hours must have been **earned within the last two years**.
- **40 hours** minimum combined from the following:
 - **20 hours minimum ATOD 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, social marketing, community organizing, coalition development, environmental prevention strategies, etc. if specific to ATOD prevention)
 - **20 hours minimum 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, etc. not specific to ATOD prevention)

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**.