



PSCBW APP Renewal Application Checklist

Name: _____

APP #: _____

Email: _____

Phone: _____

Required Documents to Upload to Personal Google Drive Folder:

APP Renewal Application Checklist completed in full, including signature.

APP Supervised Prevention Experience Form including signature

APP Renewal Fee Online Payment Receipt.

Photocopy of current, official WA 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 CEHs and 20 hours of General Prevention Education must be completed and documented on the APP Record of CEHs Completion form.

Minimum of 20 hours of ATOD Prevention-Specific CEHs completed.

Minimum of 20 hours of General Prevention CEHs 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.

Submittal of completed CPP Renewal Application:

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

File Storage:

Completed renewal application that has been uploaded to the applicant's personal Google Drive folder will be archived once it has been approved by the PSCBW Board. It is recommended that digital copies of the applicant's approved CPP Renewal Application be saved 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>