

Certified Prevention Specialist (CPS)

Examination Information

Exam Type:

This credential requires successful completion of the IC&RC exam which is offered as a computer based exam. Three hours are permitted to complete the 150 question, multiple choice exam. Candidates will be notified by DCB, once application for certification is approved, on how to register.

Exam Content:

The IC&RC Job Task Analysis for this credential identified domains which make up the questions in the exam. Within each domain are several identified tasks that provide the basis for questions in the exam. The exam domains are as follows: Planning and Evaluation, Education and Skill Development, Community Organization, Public Policy and Environmental Change, and Professional Growth and Responsibility.

Exam Candidate Guide:

The domains, including the knowledge and skill areas of each domain, sample exam questions, and a list of references are included in the free Candidate Guide. Candidate Guides will be sent to candidates prior to exam scheduling. Candidate Guides are also available directly from the DCB website at www.DelawareCertificationBoard.org by clicking on “Testing.”

Exam Study Guides:

Professional study guides have been published for several of the exams including ADC, CCS, CCDP and CPS. Study Guides are available at www.ReadyToTest.com.

Exam Dates:

The IC&RC exam is offered on demand at approved testing centers thereby allowing candidates to test on a date and time convenient for them. Candidates will receive information from DCB on registering for on demand testing once application for certification is approved.

Exam Locations:

There are three testing sites in Delaware – one in Wilmington, one in Dover, and one in Georgetown. Candidates can choose the testing site that is closest for their travel.

Special Exam Situations:

Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing, to DCB no fewer than 60 days prior to the scheduled exam date. With the written request, candidate must provide official documentation of the disability or religious issue. Contact DCB on what constitutes official documentation. DCB will make arrangements for appropriate modifications to its procedures when documentation supports this need.

Exam Cancellation/Rescheduling Policy:

Candidates are required to arrive on time for their exam. Candidates who arrive late will not be permitted to test and will be charged a \$150.00 cancellation/rescheduling fee. Candidates who cancel or reschedule their exam less than five days prior to their scheduled date will be charged the full testing fee. Candidates who cancel or reschedule more than five days before their scheduled date will be charged a \$25.00 cancellation/reschedule fee.

Exam Retest:

Candidates failing the exam can retest after a 60 day wait period from date of last taking the exam. Candidates will be sent retest instructions from DCB.