



Delaware
Certification Board

Certified Prevention Specialist (CPS) Application

Directions

1. Official transcript required, sent directly from school to the DCB office. Include certificates of attendance for trainings.
2. Attach all required documentation to support employment (i.e. letters from former employers verifying employment, if applicable, current job description, signed and dated by applicant and supervisor.).
3. Sign and date the Code of Ethical Conduct.
4. Notarize the Release form.
5. Supervision form, completed and signed by supervisor.
6. Fee of \$350 may be paid by check or money order (payable to DCB). One-half of fee is refundable if application is denied or cancelled prior to written exam – no refund if application is denied or cancelled after written exam.
7. When application is approved, applicant will be notified how to schedule the exam.
8. If there are problems with the application, applicant will be notified by mail.

Application Checklist

The following should be included in the CPS Application:

- _____ 1. Application pages
- _____ 2. Documentation of education and degree (certificates, official transcripts)
- _____ 3. Current job description and letters from previous employers
- _____ 4. Code of Ethical Conduct
- _____ 5. Notarized Release form
- _____ 6. Supervision form
- _____ 7. Fee of \$350

Any questions, problems, or concerns can be addressed by contacting the DCB Office.

Keep a photocopy of the entire application. Send original application, copies of certificates of attendance, attachments, and fee to:

DCB
298 S. Progress Avenue
Harrisburg, PA 17109
Phone: (717) 540-4456 Fax: (717) 540-4458
Website: DelawareCertificationBoard.org Email: info@DelawareCertificationBoard.org

Information for CPS

Employment

- One year (2000 hours) of employment providing alcohol, tobacco and other drug abuse prevention services. Employment must have been gained within the last 7 years. Applicant must spend at least 51% of his/her time providing alcohol, tobacco and other drug abuse prevention services. Applicant must be currently employed in an alcohol, tobacco and other drug abuse prevention position at the time application is submitted to DCB.
- If current employment is in an unlicensed facility, an agency brochure and philosophy statement as it relates to alcohol and other drug abuse must be included.

Supervision

- 120 hours of on-the-job supervision specific to the prevention performance domains. No single domain is to be performed for fewer than 10 hours.

Education

- Bachelor's degree from an accredited college or university that is recognized by the US Department of Education or the Council on Higher Education Accreditation. An official transcript sent directly from college/university is required.
- 100 hours of education relevant to the field of addiction, of which 50 are prevention specific, including 6 in prevention specific professional ethics and responsibilities.
- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and DCB approved distance education.
- Three college credits are equivalent to 45 hours.
- Education, as defined above, provided by applicant to others may also be used.

Examination

- Pass the IC&RC Written Examination for Prevention Specialists. Exam is available on computer.

Other

- Signed and dated Code of Ethical Conduct.
- Signed, dated and notarized Release.
- Current job description dated and signed by supervisor and applicant.
- Applicant must live or work in Delaware at time of application.

Fees

Fee	\$350	Recertification Fee	\$125
(fee must accompany application and materials)		(due every 2 years)	
		Retest Fee	\$150
		Exam Cancellation Fee	\$150

Certification Time Period

DCB certification encompasses 2 calendar years commencing on the date of successful completion of the written examination. Two dates, date of issue and valid through, will appear on the certificate along with a certification number.

Appeal Process

The purpose of appeal is to determine if DCB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be sent to the board in writing within 30 days of the notification of the board's action. A person shall be considered notified 3 days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

Recertification

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, DCB requires recertification every 2 years.

To be recertified as a CPS, an individual must:

1. Hold a current and valid certificate issued by DCB;
2. 40 DCB approved hours of education including 20 in prevention and 3 in professional ethics and responsibilities received within the 2 year recertification cycle;
3. Endorse by signature and uphold by practice the DCB Code of Ethical Conduct for professional behavior;
4. Complete a recertification application and pay recertification fee.

Lapsed Certification

The credential is valid for a 2 year period. To maintain the credential individuals must recertify every 2 years prior to the expiration date.

There is a 60-day grace period, so if the recertification is not completed by 60 days after the expiration date, the individual will no longer hold an active credential. No claim of an active credential is permitted until the individual has recertified. A Late Fee of \$25 is due if the recertification is late.

Recertification applications may be sent to DCB 3 months early to avoid having your credential become inactive and not in good standing. This also helps in case there are problems that need to be resolved.

International Certification & Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. (IC&RC/AODA)

The purpose of the IC&RC is:

- to promote uniform professional standards and quality for the alcohol and other drug abuse profession and to give the profession greater visibility throughout the United States and other countries;
- to negotiate reciprocity agreements for alcohol and other drug abuse professionals with certification bodies throughout the United States and other countries;
- to provide support services, including consultation and training to all states in all areas of certification, such as establishment of standards, evaluation of competence, establishment and training of boards and committees;
- to provide information on certification and certification activities throughout the United States and other countries;
- to provide an International Certificate (ICPS) for prevention specialists meeting specified qualifications certified by individual IC&RC member certification boards. Any IC&RC certified prevention specialist is eligible. ICPS are free of charge from IC&RC;
- to promote uniform professional standards in AODA specialty disciplines.

Certified professionals (CPS) in the state of Delaware have reciprocity with many certifying bodies throughout the United States and other countries as well as the US Air Force, Marines and Navy. For reciprocity process and/or a listing of member boards, please call the DCB Office.

Application for CPS

PLEASE TYPE OR PRINT NEATLY

DATE: _____ OTHER PAST OR CURRENT DCB CREDENTIALS: _____

NAME: _____

HOME ADDRESS: _____

_____ (city) _____ (state) _____ (zip)

COUNTY: _____ GENDER: (Please circle) Male Female

HOME PHONE: () _____ SOCIAL SECURITY NUMBER: _____

EMAIL: _____ DATE OF BIRTH: _____

EMPLOYER: _____

EMPLOYER ADDRESS: _____

COUNTY: _____ EMPLOYER PHONE: () _____

POSITION/TITLE: _____

DATE EMPLOYED: from _____ to _____ HOURS OF WORK PER WEEK: _____

IMMEDIATE SUPERVISOR: _____ TITLE: _____

PHONE: () _____

Have you ever received any disciplinary action from another certification or licensing authority? ____ Yes ____ No
If yes, please explain in full on a separate sheet.

I hereby attest that the applicant is working in a position where a minimum of 51% of his/her time is spent providing alcohol, tobacco and /or other drug abuse prevention activities/services OR that the applicant is working in a position where a minimum of 51% of his/her time is spent providing supervision of prevention activities/services.

SUPERVISOR'S SIGNATURE

Previous Employment, if applicable

NAME OF EMPLOYER: _____

ADDRESS: _____

YOUR TITLE: _____

HOURS OF WORK PER WEEK: _____ DATES EMPLOYED: from _____ to _____

IMMEDIATE SUPERVISOR: _____

YOUR PRIMARY DUTIES/RESPONSIBILITIES: _____

NAME OF EMPLOYER: _____

ADDRESS: _____

YOUR TITLE: _____

HOURS OF WORK PER WEEK: _____ DATES EMPLOYED: from _____ to _____

IMMEDIATE SUPERVISOR: _____

YOUR PRIMARY DUTIES/RESPONSIBILITIES: _____

NAME OF EMPLOYER: _____

ADDRESS: _____

YOUR TITLE: _____

HOURS OF WORK PER WEEK: _____ DATES EMPLOYED: from _____ to _____

IMMEDIATE SUPERVISOR: _____

YOUR PRIMARY DUTIES/RESPONSIBILITIES: _____

IMMEDIATE SUPERVISOR: _____

YOUR PRIMARY DUTIES/RESPONSIBILITIES: _____

Supervision

To Supervisor: Please complete this form indicating applicant's on-the-job supervision. This form is not intended to document applicant's total number of hours worked but rather the hours of on-the-job supervision you have provided the applicant.

Applicant's Name _____

I hereby attest that a minimum of 120 hours of supervision in the prevention domains have been attained by the above-named applicant. At least 10 hours in each of the domains were received as outlined below.

DOMAINS	# OF HOURS RECEIVED IN EACH
1. Planning and Evaluation	_____
2. Education and Skill Development	_____
3. Community Organization	_____
4. Public Policy and Environmental Change	_____
5. Professional Growth and Responsibility	_____
6. Other	_____
TOTAL MUST BE AT LEAST 120 HOURS	_____

Supervisor's Signature

Date

DCB Prevention Specialist Code of Ethical Conduct

Preamble

The principles of ethics are models of exemplary professional behavior. These principles of the Prevention Think Tank Code express prevention professionals' recognition of responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. They guide prevention professionals in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The principles call for honorable behavior, even at the sacrifice of personal advantage. These principles should not be regarded as limitations or restrictions, but as goals toward which prevention professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the prevention field.

Principles

I. Non-Discrimination

Prevention professionals shall not discriminate against service recipients or colleagues based on race, ethnicity, religion, national origin, sex, age, sexual orientation, education level, economic or medical condition, or physical or mental ability. Prevention professionals should broaden their understanding and acceptance of cultural and individual differences and, in so doing, render services and provide information sensitive to those differences.

II. Competence

Prevention professionals shall master their prevention specialty's body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service delivery, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the cultures within which prevention application occurs. The maintenance of competence requires continual learning and professional improvement throughout one's career.

- a. Prevention professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable standards.
- b. Due care requires prevention professionals to plan and supervise adequately, and to evaluate any professional activity for which they are responsible.
- c. Prevention professionals should recognize limitations and boundaries of their own competence and not use techniques or offer services outside those boundaries. Prevention professionals are responsible for assessing the adequacy of their own competence for the responsibility to be assumed.
- d. Prevention professionals should be supervised by competent senior prevention professionals. When this is not possible, prevention professionals should seek peer supervision or mentoring from other competent prevention professionals.
- e. When prevention professionals have knowledge of unethical conduct or practice on the part of another prevention professional, they have an ethical responsibility to report the conduct or practice to funding, regulatory or other appropriate bodies.
- f. Prevention professionals should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment.

III. Integrity

To maintain and broaden public confidence, prevention professionals should perform all responsibilities with the highest sense of integrity. Personal gain and advantage should not subordinate service and the public trust. Integrity can accommodate the inadvertent error and the honest difference of opinion. It *cannot* accommodate deceit or subordination of principle.

- a. All information should be presented fairly and accurately. Prevention professionals should document and assign credit to all contributing sources used in published material or public statements.
- b. Prevention professionals should not misrepresent either directly or by implication professional qualifications or affiliations.
- c. Where there is evidence of impairment in a colleague or a service recipient, prevention professionals should be supportive of assistance or treatment.

- d. Prevention professionals should not be associated directly or indirectly with any service, product, individual, or organization in a way that is misleading.

IV. *Nature of Services*

Practices shall do no harm to service recipients. Services provided by prevention professionals shall be respectful and non-exploitive.

- a. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
- b. Prevention professionals should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.
- c. Where there is suspicion of abuse of children or vulnerable adults, prevention professionals shall report the evidence to the appropriate agency.

V. *Confidentiality*

Confidential information acquired during service delivery shall be safeguarded from disclosure, including—but not limited to—verbal disclosure, unsecured maintenance of records or recording of an activity or presentation without appropriate releases. Prevention professionals are responsible for knowing and adhering to the State and Federal confidentiality regulations relevant to their prevention specialty.

VI. *Ethical Obligations for Community and Society*

According to their consciences, prevention professionals should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of prevention professionals to educate the general public and policy makers. Prevention professionals should adopt a personal and professional stance that promotes health.

I have read and understand the Prevention Think Tank Code of Ethical Principles. I will, to the best of my ability, adhere to and honor this Code in my professional and personal dealings.

Signature: _____ Date: _____

Release (must be notarized below)

I hereby request that the Delaware Certification Board grant the credential to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with the DCB Code of Ethical Conduct;

I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;

I consent to the release of information contained in my application and any other pertinent data submitted to or collected by DCB to officers, members, and staff of the aforementioned Board;

I consent to authorize DCB to gather information from third parties regarding continuing education and employment and understand that such communication shall be treated as confidential;

Allegations of ethical misconduct reported to DCB before, during, or after application for certification is made will be investigated by DCB and could result in the nullification of the application or denial or revocation of certification.

Signature: _____ Date: _____

Please print your name as it should appear on your certificate:

On this the _____ day of _____, 200____, by me _____

a notary public, the undersigned officer, personally appeared: _____,

known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that she/he executed the same for the purposes therein contained. In witness whereof, I hereby set my hand and official seal.

Sworn and subscribed before me this _____ day of _____, 200____.

Notary Public **SEAL:**

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.

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.