

Certified Prevention Specialist- Grandfather Application CPS Summary, Frequently Asked Questions (FAQ's), and Helpful Hints

CPS Summary

This classification is for the professional who facilitates and promotes positive growth in self, specific populations (i.e. groups at risk developing drug and alcohol problems), and the community at large. **This professional uses specific knowledge and skills to design, implement and evaluate programs aimed at precluding or reducing problems caused by the use of alcohol and other drugs.** This is an international credential that is recognized throughout the world via reciprocity.

The Certified Prevention Specialist (CPS) credential will be available to anyone meeting the requirements effective from January 1, 2011 until March 31, 2011* without testing.

*Applications must be post marked by March 31, 2011.

Following the close of the CPS Grandparent Application on April 1, 2011, the standard requirements will remain the same; however, CPS applicants must pass the International Certification & Reciprocity Consortium (IC&RC) Written Examination for Prevention Specialists.

Delaware's CPS credential requires applicants to meet a minimum set of standards when completing their application. As with all IC&RC credentials, these standards include the following:

- ◆ Experience;
- ◆ Supervision;
- ◆ Education and Training; and
- ◆ IC&RC Written Examination (following the Grandparent Application Process).

The CPS application can be found at www.delawarecertificationboard.org.

Frequently Asked Questions (FAQ's)

Q: [General CPS Scope] What is scope of prevention that this credential covers?

A: Currently, the Certified Prevention Specialist credential is for professionals providing services in the prevention of alcohol, tobacco, and other drugs. This professional uses specific knowledge and skills to design, implement and evaluate programs aimed at precluding or reducing problems caused by the use of alcohol and other drugs.

Q: [Application Fee] If an application is not accepted, will the application fee be refunded?

A: While listed as non-refundable, application fees may be refunded in most cases if an application is not accepted.

Q: [Employment]: Does the one year (2000 hours) of employment providing prevention services over the past seven (7) years have to be continuous?

A: No, employment does not have to be continuous. 2000 hours of cumulative employment, either part- or fulltime, can be documented to meet this requirement. All employment must be documented- a short description or statement from the organization is adequate.

Q: [Supervision] Does a supervisor have to be a Certified Prevention Specialist to sign off on the supervision hours?

A: No. Supervisors do not have to have the CPS credential. Supervision is broadly defined. No further explanation or documentation of the type of supervision is required other than the signed Supervision page included in the application. Copies of the Supervision sheet may be made if necessary. Additional hours of supervision, over the minimum requirement (120 hours), are not required.

Q: [Supervision] If an applicant is an Executive Director of an organization, who should sign off on his or her supervision hours?

A: The President or representative from the Board of Directors can sign off on supervision.

Q: [Education] How strictly defined is the six (6) hours of prevention specific professional ethics requirement?

A: It is understandable that obtaining a substance abuse prevention ethics course is difficult to obtain; while it is ideal to obtain a prevention based ethics course, other ethics courses may count towards this requirement (i.e. HIPPA, confidentiality, boundaries, etc.), pending appropriate documentation. The six hours does not have to be consecutive; for example, one might participate in a three hour training on one date- either on site or web-based, and another three hour training at another point in time to meet the minimum six hour requirement.

Q: [Education] Does CPR/First Aid training count towards Education hours?

A: Yes, education in CPR/First Aid, as well as computer learning will be acceptable for a maximum of 6 hours each.

Q: [Education] Is there a limit on the time frame in which training and education has been obtained?

A: No, there are no time restrictions on training and education; however, all training must be documented. There is some flexibility for what documentation of trainings look like, but all documentation should clearly state the applicants name, training title, and number of training hours for the training.

Q: [Education] Are webinars an acceptable form of training?

A: Yes, webinars are an acceptable form of training. All training hours may have been obtained in an online/web-based setting. All webinars must be documented. Certificates of completion can be used to document participation. If certificates were not awarded, one should contact the organization who provided the training regarding participant documentation. If documentation from the web-based training provider can not be obtained, a supervisor may provide documentation stating the applicant participated in the given training; however, please note that documentation must include the applicants name, training title, and number or hours of the webinar/training.

Q: [Education] If an incomplete application is submitted, such as the minimum training hours are not met, can one still obtain the CPS credential during the grandparent period without testing?

A: There may be some allowance to correct errors in an application, such as missing documents or lack of training hours; however, this will be reviewed on a case by case basis.

Q: [Education] If one provides training, or teaches a class, does that count toward accepted training/education hours?

A: Yes, training/education hours may be considered if an applicant is a trainer in a given topic as long as appropriate documentation is provided (course title, hours, etc.).

Q: [Education] Does providing additional training/education hours benefit an application during the approval process?

A: Yes and No. Hours over the minimum requirement are not necessary and do not increase an individuals chances of getting their application approved; however, providing additional training hours can be helpful if submitted training does not meet the standards of the Delaware Certification Board (DCB). If an applicant provides additional hours and a documented training or class does not count for the minimum 100 hours of training/education, the DCB will review the additional training/education documentation until the 100 hours are met. Providing additional training/education documentation may avoid delay in the CPS credential process.

Q: [Education] Is a bachelors degree a requirement to become a Certified Prevention Specialist?

A: No, a bachelor's degree is not required for becoming a Certified Prevention Specialist. However, applicants must have a high school diploma or GED.

Q: [Recertification] How long is the Certified Prevention Specialist credential valid for?

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

Q: [Recertification] Does an individual have to be working in the prevention field at time of their CPS recertification application?

A: No, individuals must be working in the field of alcohol, tobacco, and other drug prevention at the time of initial application for the CPS credential. One does not have to be working as a Prevention Specialist when applying for recertification at any point in time.

Q: [Written Examination] Do individuals submitting applications during the CPS Grandparent period (January 1 – March 31, 2011) have to take the IC&RC Written Examination?

A: No, individuals applying for the CPS credential during the grandparent period will not be required to take the IC&RC Written Examination. However, if an individual allows their credential to lapse without applying for recertification every two years, he or she will be required to complete a new CPS Application and must pass the IC&RC Written Examination before obtaining the credential again.

CPS Application Helpful Hints

- ◆ [Employment] Make sure the job description is current, and indicate substance abuse prevention as the focus of the scope of services.
- ◆ [Education] Do not send original copies of training/education documentation. Photocopies are encouraged and acceptable.
- ◆ [Education] If submitting a degree, an original transcript must be sent directly to the DCB Office from the college/university. If degree is in a maiden name, please indicate maiden name on the CPS Application.
- ◆ [General] DCB may pre-approve sections of the application if an individual is concerned about meeting the minimum requirements. Please contact the DCB directly with any questions (info@DelawareCertificationBoard.org).