

# CPS Application

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Certified Prevention Specialist



Delaware  
Certification Board

## **DIRECTIONS/CHECKLIST**

- Official transcript required sent directly from college/university to the DCB Office.
- Certificates of attendance for trainings.
- All required documentation to support employment (i.e. letters from former employers verifying employment, current job description, signed and dated by applicant and supervisor).
- Sign and date the Code of Ethical Conduct.
- Release form notarized.
- Supervision form completed and signed by supervisor.
- Fee of \$350. May be paid by check/ money order (payable to DCB). One-half of fee is refundable if application is denied or cancelled prior to the exam – no refund if application is denied or cancelled after exam.

If you have other credentials with DCB, please call the office before applying.

When the application is approved, you will be notified about scheduling the exam. If there are any problems with the application, you will be notified by email or phone.

Keep a photocopy of the entire application. Send your completed 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: [www.delawarecertificationboard.org](http://www.delawarecertificationboard.org) Email: [info@delawarecertificationboard.org](mailto:info@delawarecertificationboard.org)

## **REQUIREMENTS 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 seven 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 prevention position at the time application is submitted.
- If current employment is in an unlicensed facility, an agency brochure and philosophy statement as it relates to the provision of alcohol and drug prevention services must be included.

### **Supervision**

- 120 hours of on-the-job supervision specific to the prevention domains with a minimum of 10 hours in each domain.

### **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 six 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.
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within the five domains. Education in CPR/First Aid and computer learning will be acceptable for a maximum of six hours each.
- Three college credits are equivalent to 45 hours.
- Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.

### **Examination**

- Pass the IC&RC Examination for Prevention Specialists.

### **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 either live or work in DE at time of application.

### **Domains**

1. Planning & Evaluation
2. Education & Skill Development
3. Community Organization
4. Public Policy & Environmental Change
5. Professional Growth & Responsibility

## Fees

Certification:	\$350
<i>(fee must accompany application and materials)</i>	
Retest:	\$150
Exam Cancellation:	\$150

## CERTIFICATION TIME PERIOD

DCB certification encompasses two calendar years commencing on the date of successful completion of the 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 made to DCB in writing within 30 days of the notification of the board's action. A person shall be considered notified three 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.

## EXAMINATION INFORMATION

**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 for the computer based 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.

**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 from the DCB website at [www.pacertboard.org](http://www.pacertboard.org) by clicking on "Testing."

**Study Guides:** Professional study guides have been published for several of the exams including ADC, AADC, CCS, CCJP, CCDP and CPS. Study Guides are available for sale from DLCAS at [www.ReadyToTest.com](http://www.ReadyToTest.com).

**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.

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

**Special 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.

**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/rescheduling fee.

**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.

## **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 two years.

To be recertified as a CPS, an individual must:

1. Hold a current and valid certificate issued by DCB;
2. Acquire 40 hours of DCB approved education including 20 in prevention and three hours in professional ethics and responsibilities received within the two year recertification cycle.
3. Verify that you have reviewed, read and will uphold by practice the DCB Code of Ethical Conduct for professional behavior;
4. Complete an application and pay the recertification fee.

## **LAPSED CERTIFICATION**

The completed recertification application should be received at DCB prior to the expiration date. If the application is incomplete, applicant will be notified by phone or email depending on what has been indicated by applicant.

There is a 60 day grace period. If the recertification is not completed by the expiration date, the individual will no longer hold a CPS and no further use of the CPS is permitted until the individual has recertified.

All certified professionals should review the recertification application well in advance of the expiration date. A Reinstatement Fee is due if the recertification is late between one day and 60 days. After 60 days, no recertification is possible and applicant would have to reapply for the credential, meeting all current requirements.

## **INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM (IC&RC)**

The purpose of the IC&RC is:

- to promote uniform professional standards and quality assurance for the alcohol and drug profession and to give the profession greater visibility throughout the United States and other countries;
- to negotiate reciprocity agreements for alcohol and drug 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 certificates are provided free of charge from IC&RC;
- to promote uniform professional standards in CPS specialty disciplines.

Certified professionals in the state of Delaware have reciprocity with many certifying bodies throughout the United States and other countries as well as all of the armed services. For reciprocity process and/or a listing of member boards, please call the DCB Office.

# APPLICATION FOR CPS

Form can be completed and saved. You may then print the appropriate pages to submit to DCB.

Other past or current DCB credentials held:  CADC  CCS  CCDP  CCDP-D  CPS

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Male  Female

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
*(required)*

Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

College/University: \_\_\_\_\_ Name on Transcript: \_\_\_\_\_

If DCB needs to contact you, please indicate your preference:  Email  Phone

Why are you pursuing certification? *(required)* \_\_\_\_\_

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

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.*

Fee of \$350 can be paid using one of the following:

Check/MO (payable to DCB)

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

\_\_\_\_\_

**PREVIOUS EMPLOYMENT, IF APPLICABLE**

*Include letter (on company letterhead) from previous employer verifying your duties and dates employed.*

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your Title: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Primary 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. Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person, it ensures quality of clinical care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Applicant's Name: \_\_\_\_\_

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

<b>CPS DOMAINS</b>	<b># OF HOURS RECEIVED IN EACH</b>
1. Planning & Evaluation	_____
2. Education & Skill Development	_____
3. Community Development	_____
4. Public Policy & Environmental Change	_____
5. Professional Growth & Responsibility	_____
<b>TOTAL MUST BE AT LEAST 120 HOURS</b>	_____

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# PREVENTION CODE OF ETHICAL CONDUCT

## UNLAWFUL CONDUCT

- Rule 1.1** Once certified, a prevention professional shall not be convicted for any misdemeanor or felony relating to the individual's ability to provide substance abuse and other behavioral health services as determined by DCB.
- Rule 1.2** A certified prevention professional shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

## SEXUAL MISCONDUCT

- Rule 2.1** A certified prevention professional shall, under no circumstances, engage in sexual activities or sexual contact with persons served, whether such contact is consensual or forced.
- Rule 2.2** A certified prevention professional shall not engage in sexual activities or sexual contact with persons' relatives or other individuals with whom persons served maintain a close personal relationship when there is a risk of exploitation or potential harm to the person.
- Rule 2.3** A certified prevention professional shall not engage in sexual activities or sexual contact with former persons served because of the potential harm to the person.
- Rule 2.4** A certified prevention professional shall not provide clinical services to individuals with whom they have had a prior sexual relationship.

## FRAUD-RELATED CONDUCT

- Rule 3.1** A certified prevention professional shall not:
1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
  2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
  3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
  4. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.
- Rule 3.2** An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.

- Rule 3.3** An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4** A certified prevention professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.
- Rule 3.5** A certified prevention professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6** A certified prevention professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7** A certified prevention professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the CPS should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

#### **EXPLOITATION OF CLIENTS**

- Rule 4.1** A certified prevention professional shall not develop, implement, or maintain exploitative relationships with persons served and/or family members of persons served.
- Rule 4.2** A certified prevention professional shall not misappropriate property from persons served and/or family members of persons served.
- Rule 4.3** A certified prevention professional shall not enter into a relationship with a person which involves financial gain to the CPS or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4** A certified prevention professional shall not promote to a person for their personal gain any treatment, procedure, product, or service.
- Rule 4.5** A certified prevention professional shall not ask for nor accept gifts or favors from persons served and/or family members of persons.
- Rule 4.6** A certified prevention professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a person referral.
- Rule 4.7** A certified prevention professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the CPS is employed.
- Rule 4.8** Practices shall do no harm to service recipients. Services provided by prevention professionals shall be respectful and non-exploitive.

1. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
2. 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.
3. Where there is suspicion of abuse of children or vulnerable adults, prevention professionals shall report the evidence to the appropriate agency.

## **PROFESSIONAL STANDARDS**

- Rule 5.1** A certified prevention professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2** A certified prevention professional who fails to seek therapy for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a CPS must request inactive status of their DCB credential for medical reasons for as long as necessary.
- Rule 5.3** A certified prevention professional shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4** A certified prevention professional shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5** A certified prevention professional shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6** A certified prevention professional shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7** A certified prevention professional shall not permit publication of photographs, disclosure of person or community served names or records, or the nature of services being provided without securing all requisite releases from the person, or parents or legal guardians of the persons.
- Rule 5.8** A certified prevention professional shall not discontinue professional services to a person nor shall they abandon the person without facilitating an appropriate closure of professional services for the person.
- Rule 5.9** A certified prevention professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the person's problem is beyond their area of training, expertise, competence, or scope of service.
- Rule 6.0** A certified prevention professional shall maintain respect for institution policies and management functions of the agencies and institutions within which the services are being performed but will take initiative toward improving such policies when it will better serve the interest of the person. The CPS should adhere to any agency or institutional rules/regulations unless doing so violates a person's confidentiality.

## **SAFETY & WELFARE**

**Rule 6.1** According to their consciences, prevention professionals should be proactive on public policy and legislative issues. The public welfare and the individual's rights 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 person and professional stance that promotes health.

**Rule 6.2** A certified prevention professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

**Rule 6.3** All certified prevention professionals are mandated child abuse reporters.

### **RECORD KEEPING**

**Rule 7.1** A certified prevention professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the person record.

### **ASSISTING UNQUALIFIED/UNLICENSED PRACTICE**

**Rule 8.1** A certified prevention professional shall not refer a person served to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

### **DISCIPLINE IN OTHER JURISDICTIONS**

**Rule 9.1** A certified prevention professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

### **COOPERATION WITH THE BOARD**

**Rule 10.1** A certified prevention professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the CPS's credential until the ethical complaint is resolved.

**Rule 10.2** A certified prevention professional shall:

1. not make a false statement to the DCB or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

**Rule 10.3** A certified prevention professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

**Rule 10.4** A certified prevention professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the DCB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the DCB investigation or disciplinary proceeding shall be grounds for disciplinary action.

**Rule 10.5** A certified prevention professional shall not file a complaint or provide information to the DCB, which he/she knows or should have known, is false or misleading.

**Rule 10.6** In submitting information to DCB, a CPS shall comply with any requirements pertaining to the disclosure of person information established by the federal or state government.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# RELEASE

*(must be notarized below)*

I hereby request that DCB 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: \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, 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 \_\_\_\_\_,

201\_\_\_\_.

\_\_\_\_\_  
Notary Public **SEAL:**