



West Virginia Certification Board for Addiction and Prevention
Professionals

1400A Ohio Avenue
Dunbar, WV 25064
304-768-2942
304-768-1562

**CERTIFIED
PREVENTION SPECIALIST**

Application Form

Revised February 2008

West Virginia Certification Board for Addiction and Prevention Professionals

A. PERSONAL DATA

Date of Application _____

Name _____

Address _____

Street/P.O. Box

Apt. Number

City

State

Zip Code

Phone _____

Business (Organization/Agency) _____

Address _____

Street/P.O. Box

Apt. Number

Phone _____

B. FEES

I understand that the application procedures require prepayment of the non-refundable application fees. I have enclosed my check and wish to be considered as an applicant for certification as:

Certified Prevention Specialist I \$ 75.00

Certified Prevention Specialist II \$ 75.00

Additional Fees:

Written Examination \$ 100.00

CPS I to CPS II Upgrade \$ 25.00

C. PLEASE ATTACH A COMPLETE, TYPEWRITTEN RESUME

D. QUALIFYING EXPERIENCE

(Please refer to your Certification Manual Sections III, IV & V for specific criteria for both levels of certification and definitions)

List present or most recent employment first, then from past employment select only those work experiences which you feel most fit the description of qualifying experience as described in the Certification Manual. Full-time equivalent is based on a minimum of 35 hours/week (i.e. 17.5 hours per week for one year = 50% or full-time equivalent for 6 months.) One **may not** earn more than one year experience in one year.

1. Work Experience

a) Work experience specific to prevention

If prevention experience represents only a portion or a percentage of your full-time job, then please report only the prevention portion under this category. You may report the remaining portion under general work experience.

Paid position _____ Volunteer position _____
Position Title _____
Employer _____
Address: _____
Supervisor: _____ Phone _____
Briefly describe job responsibilities _____

Dates Beginning _____ % of time _____
Ending _____
Full-time Equivalent Years _____ Months _____

Paid position _____ Volunteer position _____
Position Title _____
Employer _____
Address: _____
Supervisor: _____ Phone _____
Briefly describe job responsibilities _____

Dates Beginning _____ % of time _____
Ending _____
Full-time Equivalent Years _____ Months _____

Paid position _____ Volunteer position _____

Position Title _____

Employer _____

Address: _____

Supervisor: _____ Phone _____

Briefly describe job responsibilities _____

Dates Beginning _____ % of time _____
Ending _____

Full-time Equivalent Years _____ Months _____

Paid position _____ Volunteer position _____

Position Title _____

Employer _____

Address: _____

Supervisor: _____ Phone _____

Briefly describe job responsibilities _____

Dates Beginning _____ % of time _____
Ending _____

Full-time Equivalent Years _____ Months _____

2. Formal Education (See Sections III & IV of CPS Manual)

College/University	Degree earned	Hours Completed	Major/Minor

Total time in attendance Years _____ Months _____

3 Education - Training (See Sections III & IV of CPS Manual)

Only list that for which you have attached documentation. At least 270 contact hours must be documented. One credit hour represents 15 contact hours. At least 70 contact hours must be prevention specific as indicated in the course/training title or documented supportive materials. It is the applicant's responsibility to provide written documentation/verification of all education listed in this section. Contact or credit hours listed without such accompanying verification will not be considered.

Title _____

Location _____ Date _____

Contact Hours _____ Credit Hours _____

Title _____

Location _____ Date _____

Contact Hours _____ Credit Hours _____

Title _____

Location _____ Date _____

Contact Hours _____ Credit Hours _____

Title _____

Location _____ Date _____

Contact Hours _____ Credit Hours _____

Title _____

Location _____ Date _____

Contact Hours _____ Credit Hours _____

Other _____

Additional Sheets may be attached if necessary

Please convert credit hours to contact hours. One credit hour represents 15 contact hours.

Total Prevention Education Hours _____

Total Education Hours _____

4. Supervised Practical Experience

Please list specific activities that demonstrate knowledge and skills from the domains as outlined in Section VII of CPS Manual. CPS I requires 150 hours with at least 10 hours in each domain. CPS II requires 300 hours with at least 20 in each domain. Please refer to Section III & IV of the CPS Manual.

1. Planning & Evaluation Total Hours _____

2. Education & Skill Development Total Hours _____

3. Community Organization Total Hours _____

4. Public & Organizational Policy Total Hours _____

5. Professional Growth & Responsibility Total Hours _____

Supervisor's Signature

Date

Code of Ethical Standards

The practice of prevention work is based on shared knowledge, skills, and values. It is the purpose of the West Virginia Certification Board for Addiction and Prevention Professionals to promote minimum standards among Prevention Specialists. The following ethical standards shall govern the professional's daily involvement in prevention activities and emphasize the professional concern for the rights and interests of the consumer. They are modeled after the Ethical Standards accepted by the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) Board of Directors.

Principle 1 – Non Discrimination

Prevention Specialists shall not discriminate in the delivery of services on the basis of age, ancestry, color, gender, handicap, national origin, race, or sexual orientation.

Principle 2 – Responsibility

Prevention Specialists shall espouse objectivity and integrity and maintain the highest standards in the services offered.

- a. They shall recognize their primary obligation to promote the health and welfare of individuals and communities in order to prevent substance abuse and dependency.
- b. They shall recognize their obligation to support the prevention process.

Principle 3 – Competence

Prevention Specialists shall recognize that the profession is founded on standards of competency that promote the best interests of society, of the individual consumer, and of the profession as a whole.

- a. They shall recognize the limits of their competency and shall provide only those services with which they are familiar.
- b. They shall maintain the willingness and ability to acknowledge when it is in the consumer's best interest to refer to another individual or program.
- c. They shall be committed to upgrading their knowledge and skills in the prevention field through ongoing education and training.
- d. Those who are aware of unethical conduct or of unprofessional modes of practice shall report such violations to the WV Certification Board for Addiction and Prevention Professionals.
- e. They shall recognize personal impairment related to professional performance and shall be willing to seek appropriate treatment.

Principle 4 – Legal and Moral Standards

Prevention Specialists shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. They shall avoid misrepresentations of their qualifications and limitations.
- b. In the professional setting, they shall model a healthy lifestyle by refraining from the use of alcohol and/or other mood-altering drugs (unless prescribed.) They shall adhere to agency policies in regard to ATOD use.

- c. They shall not associate with or permit their name to be used in connection with any services or products in a way that is incorrect or misleading.
- d. Those associated with the development or promotion of books or other products shall be responsible for ensuring that such books or product are presented in a professional and factual way.

Principle 5 – Public Statement

Prevention Specialists shall respect the limits of present knowledge in public statements concerning alcohol, tobacco, and other drug information.

- a. Those who represent the field to consumers shall report the appropriate information fairly and accurately.
- b. They shall acknowledge and document materials and techniques uses.
- c. Those who conduct training in prevention skills or techniques shall indicate to the audience that requisite training/qualifications are required to perform the skills and techniques properly.

Principle 6 – Publication Credit

Prevention Specialists shall assign credit to all who have contributed to the published material and for work upon which the publication is based.

- a. When major contributions of a professional character are made by several persons to a common project, they shall recognize joint authorship. The author who has made the principle contribution shall be listed first.
- b. Minor contributions of a professional character, extensive clerical or similar assistance, and other contributions shall be acknowledged in footnotes or in an introductory statement.
- c. They shall acknowledge, through specific citations, unpublished as well as published materials that have directly influenced the research and writing.
- d. Those who compile and edit for publication the contributions of others shall list themselves as editors, along with the names of others who have contributed.

Principle 7 – Consumer Welfare

Prevention Specialists shall respect the integrity and protect the welfare of the consumer.

- a. They shall be committed to providing the highest quality of services through personal efforts and by utilizing any other health professionals and/or services as needed.
- b. They shall define for self and others the nature and direction of responsibilities and keep all concerned parties informed of these commitments.
- c. In the presence of professional conflict, they shall be concerned primarily with the welfare of the consumer.
- d. They shall not use an individual in a demonstration role in an education/workshop setting where such participating would potentially harm the individual.

Principle 8 – Confidentiality

Prevention Specialists shall adhere to the rules of confidentiality of all records, materials, and knowledge concerning an individual, in accordance with current federal and state regulations.

Principle 9 – Consumer Relationships

Prevention Specialists shall maintain professional conduct between themselves and the consumer.

Principle 10 – Interpersonal Relationships

Prevention Specialists shall treat colleagues with respect and fairness, and shall afford the same professional courtesy to other professionals.

Principle 11 – Remuneration

Prevention Specialists shall establish financial arrangements, when needed, in professional practice and in accord with standards that safeguard the best interests of the consumer, and of the profession. They shall consider carefully the ability of the consumer to meet the financial cost in establishing rates for services.

Principle 12 – Societal Obligations

Prevention Specialists may advocate changes in public policy and legislation to afford opportunity and choice for all persons whose lives are impaired by the disease of alcoholism and other forms of drug addiction. They may inform the public through active circulation and professional participation in community affairs about the effects of drug addiction, and may act to guarantee that all persons, especially the needy and disadvantaged, have access to the necessary resources and services. Prevention Specialists shall adopt a personal and professional stance which promotes the well-being of the community.