

**CERTIFICATON APPLICATION & PROCEDURES**

**I. INTRODUCTION**

Preventionists fill a unique role among health and human service professionals working in a variety of settings using a combination of accepted strategies to reduce the risks associated with the use of alcohol, tobacco and other drugs. Recognizing the need to assure quality prevention services to consumers, the Maryland Association of Prevention Professionals and Advocates (MAPPA) offers a voluntary peer credentialing process, which evaluates competency and grants recognition to those who meet standards.

This document outlines MAPPA’s voluntary credentialing process and sets minimum standards for the competent preventionist to fulfill essential job functions. These standards are based on the performance domains developed through a Role Delineation Study completed by the International Certification and Reciprocity Consortium (IC&RC). This study defines the preventionist’s role and identified the functions, responsibilities, skills and knowledge required of a minimally competent prevention specialist. MAPPA has utilized the above mentioned role delineation study to develop three competency levels: Certified Prevention Professional (CPP), Certified Prevention Specialist (CPS) and Associate Prevention Specialist (APS). These credentials define the core knowledge and skill bases needed by all preventionists regardless of the work setting or professional training and orientation. In addition to defining baseline standards for preventionists, these credentials give recognition to individuals that have met the specific criteria.

MAPPA recognizes that preventionists are educated in a wide range of disciplines, approaches and techniques. As a group, preventionists are comprised of persons with diverse educational and experiential backgrounds. The MAPPA system is designed to accommodate and evaluate those preventionist who are experientially trained as well as those who are academically trained. These professional credentials can guide both employers and consumers in the selection of preventionists as well as provide the individual with a tool for marketing his/her skills and competence.

**II. PHILOSOPHY STATEMENT**

Prevention is a proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing healthy behavior and lifestyles and by reducing risks contributing to alcohol, tobacco and other drug misuse and other related issues. Prevention programs are comprised of a continuum of integrated activities including education and training, life and coping skills, healthy alternative activities, as well as environmental and social change strategies. These activities complement each other and combine to form an effective prevention strategy.

**III. PURPOSE**

The purpose of a voluntary peer certification process for preventionist is to:

* Assure the public of a minimum level of competency for service by preventionists.
* To establish and maintain a recognized credential of professional competency based on

the IC&RC standards.

* Give professional recognition to qualified individuals through a process that examines

demonstrated competencies.

* Through membership in IC&RC provide international reciprocity for qualified

preventionist in Maryland.

* To promote an opportunity for professional development on an ongoing basis

**IV. PREVENTION STRATEGIES**

The following strategies are critical tools for successful preventionist:

**Information Services** – Providing the general community with the theory and basic requisites of ATOD prevention and related current information. This is provided with special attention to applicability to specific community needs/issues and effectiveness in terms of human and financial costs.

**Enhancing Social Competencies** – Developing opportunities and experiences for individuals that advance the life skills (such as decision making, goal setting, coping skills, communication and problem solving) necessary for personal development and health promotion.

**Training** – Providing and transferring of ATOD prevention theory, knowledge, skills and attitudes to community leaders toward the creation of a community-based prevention system.

**Affecting Social Policy/Environmental Change** – Intervention into institutional and/or social policies to alter and/or introduce formal and informal ATOD prevention policies.

**Promoting Alternatives** – Supporting existing and developing new community resources that provide positive alternatives, as a means of meeting existing community needs and encouraging human growth.

**V. PREVENTION PERFORMANCE DOMAINS:**

Six performance domains have been defined by prevention professionals through a Prevention Specialist Job Task Analysis (JTA) conducted by the IC&RC in 2013. These performance domains are:

**Domain 1: Planning and Evaluation Weight on Exam: 30%
Associated Tasks:**

* Determine the level of community readiness for change.
* Identify appropriate methods to gather relevant data for prevention planning.
* Identify existing resources available to address the community needs.
* Identify gaps in resources based on the assessment of community conditions.
* Identify the target audience.
* Identify factors that place persons in the target audience at greater risk for the

identified problem.

* Identify factors that provide protection or resilience for the target audience.
* Determine priorities based on comprehensive community assessment.
* Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.
* Select prevention strategies, programs, and best practices to meet the identified

needs of the community.

* Implement a strategic planning process that results in the development and

implementation of a quality strategic plan.

* Identify appropriate prevention program evaluation strategies.
* Administer surveys/pre/posttests at work plan activities.
* Conduct evaluation activities to document program fidelity.
* Collect evaluation documentation for process and outcome measures.
* Evaluate activities and identify opportunities to improve outcomes.
* Utilize evaluation to enhance sustainability of prevention activities.
* Provide applicable workgroups with prevention information and other support to meet prevention outcomes.
* Incorporate cultural responsiveness into all planning and evaluation activities.
* Prepare and maintain reports, records, and documents pertaining to funding sources.

**Domain 2: Prevention Education and Service Delivery**

**Weight on Exam: 15%
Associated Tasks:**

* Coordinate prevention activities.
* Implement prevention education and skill development activities appropriate for the target audience.
* Provide prevention education and skill development programs that contain accurate, relevant, and timely content.
* Maintain program fidelity when implementing evidence-based practices.
* Serve as a resource to community members and organizations regarding prevention strategies and best practices.

**Domain 3: Communication**

**Weight on Exam: 13%**

**Associated Tasks:**

* + Promote programs, services, activities, and maintain good public relations.
	+ Participate in public awareness campaigns and projects relating to health promotion across the continuum of care.
	+ Identify marketing techniques for prevention programs.
	+ Apply principles of effective listening.
	+ Apply principles of public speaking.
	+ Employ effective facilitation skills.
	+ Communicate effectively with various audiences.
	+ Demonstrate interpersonal communication competency.

**Domain 4: Community Organization**

**Weight on Exam: 15%**

**Associated Tasks:**

* + Identify the community demographics and norms.
	+ Identify a diverse group of stakeholders to include in prevention programming activities.
	+ Build community ownership of prevention programs by collaborating with stakeholders when planning, implementing, and evaluating prevention activities.
	+ Offer guidance to stakeholders and community members in mobilizing for community change.
	+ Participate in creating and sustaining community-based coalitions.
	+ Develop or assist in developing content and materials for meetings and other related activities.
	+ Develop strategic alliances with other service providers within the community.
	+ Develop collaborative agreements with other service providers within the community.
	+ Participate in behavioral health planning and activities.

**Domain 5: Public Policy and Environmental Change**

**Weight on Exam: 12%
Associated Tasks:**

* Provide resources, trainings, and consultations that promote environmental change.
* Participate in enforcement initiatives to affect environmental change.
* Participate in public policy development to affect environmental change.
* Use media strategies to support policy change efforts in the community.
* Collaborate with various community groups to develop and strengthen effective policy.
* Advocate to bring about policy and/or environmental change.

**Domain 6: Professional Growth and Responsibility**

**Weight on Exam: 15%**

**Associated Tasks:**

* Demonstrate knowledge of current prevention theory and practice.
* Adhere to all legal, professional, and ethical principles.
* Demonstrate cultural responsiveness as a prevention professional.
* Demonstrate self-care consistent with prevention messages.
* Recognize importance of participation in professional associations locally, statewide, and nationally.
* Demonstrate responsible and ethical use of public and private funds.
* Advocate for health promotion across the life span.
* Advocate for healthy and safe communities.
* Demonstrate knowledge of current issues of addiction.
* Demonstrate knowledge of current issues of mental, emotional, and behavioral health.

Total number of examination questions: 150
Total Number of pretest question: 25

Total time to complete the examination, Computer Based: 3 hours

**Sample Questions**

The questions on the IC&RC Prevention Specialist Examination were developed from the tasks identified in the 2013 Prevention Specialist Job Analysis. Multiple sources were utilized in the development of questions for the exam. Each question is linked to one of the job analysis task statements as listed above.

The questions on the examination are multiple-choice with four (4) choices: A, B, C, and D. There is only one correct or best answer for each question. Carefully read each question and all the choices before making a selection. Chose the single best answer. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. It is advisable to answer every question since the number of questions answered correctly will determine your final score. There is no penalty for guessing.

The follow are **sample** questions that are similar to those you will find in the exam.

**1. A community coalition is advocating for an ordinance to ban the sale of alcohol at the annual fall family festival. This is an example of:**

A. An alternative activity strategy.

B. A family intervention strategy.

C. An environmental strategy.
D. An enforcement strategy.

Domain: Public Policy and Environmental Change

**2. There was an underage drinking problem in the community. Enforcement of minimum purchase-age laws against selling alcohol and tobacco to minors through the use of undercover buying operations was utilized to address the underage drinking problem. What type of prevention strategy was used?**

A. Alternatives to drug use
B. Dissemination of information C. Prevention education
D. Environmental approach

Domain: Public Policy and Environmental Change

**3. A prevention specialist’s agency conducts a school-based indicated intervention for youth who have been identified as experimenting with alcohol and other drugs. A guidance counselor calls the prevention specialist and requests information about a group participant. Disclosing this information would violate which principle in the prevention code of ethics?**

A. Nature of services

B. Integrity
C. Nondiscrimination

D. Confidentiality

Domain: Professional Growth and Responsibility

**4. Which of the following is categorized as a depressant drug?**

A. Alcohol
B. Oxycodone
C. Marijuana
D. Methamphetamine

Domain: Prevention Education and Service Delivery

**5. A prevention specialist provides life skills classes at a local school. They are asked by the principal to lead group therapy sessions for children of alcoholics while the guidance counselor is on leave. The prevention specialist should:**

A. Respectfully refuse
B. Accept the challenge
C. Volunteer to co-facilitate
D. Accept but provide life skills classes instead of therapy

Domain: Professional Growth and Responsibility

**6. Qualitative data is often collected through key informant interviews, focus groups, listening sessions and:**

A. Town hall meetings

B. Newspaper articles

C. Arrest reports
D. Hospital records

Domain: Planning and Evaluation

**7. A person who has been designated by group members to be caretaker of the meeting process is known as the:**

A. President

B. Boss
C. Facilitator

D. Advocate

Domain: Community Organization

**8. An example of a selective intervention is:**

A. A classroom-based prevention program for all seventh graders in a school district in a high risk community

B. A skills-based program for youth from military families who have experienced many transitions

C. A parenting program open to all residents in a rural town hosted by a local church

D. A media campaign targeting Latino youth in a big city

Domain: Prevention Education and Service Delivery

**9. The first step in developing community prevention strategies is:**

A. Assessment
B. Capacity building

C. Planning
D. Implementation

Domain: Community Organization

**10. A prevention specialist, who is facilitating a Community Prevention Coalition, must tailor their facilitation style to the group’s blend of bylaws, ground rules, people and:**

A. Consultants

B. Funding
C. History
D. Strategies

Domain: Communication

**11. When facilitating a Community Prevention Coalition planning group, a prevention specialist should not:**

A. Listen and observe
B. Prevent and manage conflict

C. Encourage participation
D. Insert personal opinions

Domain: Communication

**12. Strategies that aim to enhance individuals’ ability to develop competence, a positive sense of self-esteem, mastery, well-being, social inclusion, and strengthen their ability to cope with adversity are:**

A. Mental health promotion interventions

B. Universal preventive interventions
C. Selective preventive interventions
D. Indicated preventive interventions

Domain: Professional Growth and Responsibility

**ANSWER KEY: 1. C 7. C**

 **2. D 8. B**

 **3. D 9. A**

 **4. A 10. C**

 **5. A 11. D**

 **6. A 12. A**

**VI. ELIGIBILITY FOR CERTIFICATION**

Certification will be awarded to individuals who demonstrate adequate skills, knowledge and competency in prevention. Certification does not depend upon any single education or experiential background, required knowledge and skills may be acquired through a combination of training, education and supervised work experience. The certification process offers a learning plan to the new preventionist by providing guidance in the acquisition of the necessary knowledge and skills. For the experienced preventionist, certification provides a document of experience and training.

The requirements of certification includes: minimum hours of experience, training and education in the knowledge/skill bases, supervision and demonstrated knowledge and skills in the area of concentration. All applicants must live and / or work in Maryland at least 51% of the time at the time of the application. The standards for each credential are as follows:

**CERTIFIED PREVENTION PROFESSIONAL**

**EDUCATION:** Possession of a bachelor’s degree from an accredited college or university with 30 credits in behavioral sciences, health, human services or education.

**Note:** Completion of 60 credits from an accredited college or university, 18 in behavioral sciences, health/human services or education and an additional 2 years of experience may be substituted for the bachelor’s degree requirement.

**EXPERIENCE:** Verification of 2 years (4,000 hours) of prevention related experience across the domains.

**TRAINING:** Verification of 200 contact hours of prevention specific training of which 25 hours must be ATOD specific. 6 hours of prevention specific ethics is required.

**PRACTICUM:** 120 hours of practicum in the 6 performance domains (min. 10 hrs. in ea.), which is to documented and verified by the Supervisor.

**REFERENCES:** 3 reference letters: 1 from a former or current supervisor and 2 from peers. Letters must attest to applicant’s knowledge, experience and character.

**ETHICS CODE:** Adherence to prevention-specific professional code of ethics through a signed statement.

**EXAMINATION:** Pass an IC&RC approved examination.

**CERTIFIED PREVENTION SPECIALIST**

**EDUCATION:** Possession of an associate’s degree from an accredited college or university with 18 credits in behavioral sciences, health or human services, or education.

**Note:** Possession of high school diploma or GED and an additional two years of experience may be substituted for the associate’s degree requirement.

**EXPERIENCE:** Verification of 1 year (2,000 hours) of prevention experience across the domains.

**TRAINING:** Verification of 120 contact hours of prevention specific training – 25 hours must be ATOD specific. 6 hours of prevention specific ethics is required.

**PRACTICUM:** 120 hours of practicum in the 6 performance domains (min. 10 hrs. in ea.) (This is to documented and verified by the Supervisor)

**REFERENCES:** 3 letters of reference: one from a former or current supervisor and 2 from peers. Letters must attest to applicant’s knowledge, experience and character.

**ETHICS CODE:** Adherence to prevention-specific professional code of ethics through a signed statement.

**EXAMINATION:** Pass an IC&RC approved examination.

**ASSOCIATE PREVENTION SPECIALIST**

**EDUCATION:** Possession of a high school diploma or GED

**EXPERIENCE:** Verification of 1 year (2,000 hours) of prevention experience across the domains.

**TRAINING:** Verification of 50 contact hours of prevention specific training – 10 hours must be ATOD specific. 6 hours of prevention specific ethics is required.

**PRACTICUM:** 60 hours of practicum in the 6 performance domains.

(this is to documented and verified by the Supervisor)

**REFERENCES:** 3 letters of reference – 1 from a former or current supervisor and 2 from peers. Letters must attest to applicant’s knowledge, experience and character.

**ETHICS CODE:** Adherence to prevention specific professional code of ethics through a signed statement.

**EXAMINATION:** No examination required.

**VII. PROCEDURES FOR CERTIFICATON**

The application process for certification involves an evaluation of competency in the 6

domains through a peer review of training and experience and a written examination that has been approved by the International Certification and Reciprocity Consortium.

**A candidate applying for certification must:**

1. Obtain an application packet from MAPPA and reading the entire packet thoroughly.
2. Complete the application packet being sure to type or print legibly.
3. Have current or former supervisors complete the Documentation of Supervised

Practical Experience in Prevention Performance Domains Form and mail to MAPPA.

1. Request 3 individuals familiar with the applicant’s work to make an assessment of the applicant’s knowledge, skills, experience and character and attest to this through a letter of reference mailed directly to MAPPA. One of the individuals must be or have been an immediate supervisor.
2. Sign the MAPPA code of ethics statement and the consent to release information form.
3. Submit the completed application packet to MAPPA, including all required attachments documenting work/volunteer experience, education, training and practical experience along with the application fees.
4. If determined eligible to test for the CPP or CPS credential on the basis of experience and training as measured by the information submitted in the application packet, the applicant will be notified and scheduled for the computer-based examination.
5. Upon successful completion of the IC&RC Prevention Examination the applicant will be awarded the reciprocal CPP or CPS credential.
6. If determined eligible for the APS credential on the basis of experience and training as measured by the information submitted in the application packet, the applicant will be awarded the APS credential.

 10. If more information or documentation is required to be compete the peer review

 process, the applicant will be contacted.

**VIII. CERTIFICATION MAINTENANCE**

To maintain the high standards of the credentialing process and to assure continuing awareness of new knowledge in the field, MAPPA requires all Certified Prevention Professionals (CPP), Certified Prevention Specialists (CPS) and Associate Prevention Specialists (APS) to renew their certification every 2 years.

**The requirements for CPP and CPS recertification shall be as follows:**

1. Submission of an application including a signed copy of the MAPPA Code of Ethics.
2. Absent of any ethical or malpractice violation in this or any other certifications or

licensures.

1. Verification of completion of 40 hours of continuing education. Documentation and / or certificates must be titled in area of prevention education or the 6 domain areas: Planning and Evaluation; Prevention Education and Service Delivery; Communication; Community Organization; Public Policy and Environmental Change; Profession Growth and Responsibility.

**The requirements for APS recertification shall be as follows:**

1. Submission of an application including a signed copy of the MAPPA Code of Ethics.
2. Absent of any ethical or malpractice violation in this or any other certifications or

licensures.

1. Verification of completion of 20 hours of continuing education. Documentation and / or certificates must be titled in area of prevention education or the 6 domain areas: Planning and Evaluation; Prevention Education and Service Delivery; Communication; Community Organization; Public Policy and Environmental Change; Profession Growth and Responsibility.

Prevention Certification Application

Send completed application packet to:

MAPPA P.O. Box 609, Linkwood, MD 21835-0609

Application fees must be submitted with completed application forms: MAPPA Members: APS‐$90, CPS‐$300, CPP ‐$300
Non‐ MAPPA Members: APS‐$140, CPS‐$350, CPP ‐ $350

(Circle credential applying for)
\* The above fees include the Computer Based Testing fee for CPS or CPP

Please print legibly or type, providing detailed information for all sections of this application. Incomplete applications will be returned. Please Note: It is the applicant’s responsibility to report changes in addresses or contact information as they occur.

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(as it should appear on your certificate)

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Street – City – State - Zip Code

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

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Cell Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ Work Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_-\_\_\_\_\_\_\_\_ Ext. # \_\_\_\_\_\_

**CONSENT TO RELEASE INFORMATION
To the Maryland Association of Prevention Professionals & Advocates (MAPPA)**

1. I have presented full information concerning education, licensure, certification, accreditation, prior experience, special skills and certificates, as well as full disclosure/description of any unfavorable history or suspensions with regard to licensure and prior employment.

2. You are requested and permitted to seek from my present employer or any prior employer/institution/agency/person with which I have been associated; information concerning my professional competence and ethical character, including any knowledge or information as to whether my membership status or professional privileges have ever been suspended, revoked, reduced, or not renewed at any other agency or institution.

3. I hereby authorize MAPPA to consult with the professional staffs of other
facilities with which I have been associated, and with any other persons who may have information on competence, character and ethical qualifications.

4. I hereby consent to MAPPA inspection of all records and documents that may be material to an evaluation for the certification requested.

5. I hereby release from liability all representatives of MAPPA for acts performed in good faith and without malice concerning the evaluation of my credentials.

6. I hereby release from any liability all individuals and organizations who provide

information to MAPPA in good faith and without malice concerning my competence, ethics, character, and other qualifications for certification, including otherwise privileged or confidential information.

7. I understand that any misrepresentation, deliberate erroneous information or omission of significant information relevant to my qualifications, and competence for certification now or in the future will result in negative action by MAPPA, which may include denial of certification, suspension or revocation of certification, or legal action.

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Printed Name of Applicant

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Signature

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Date

**RECORD OF EDUCATION**

List education received to-date. Note: that an official transcript must support all college work. CPS and APS applicants must submit a copy of their High School Diploma or GED, or official college transcripts. Applicants must contact their respective academic institution(s) and request that official sealed college transcripts be forwarded directly to MAPPA. MAPPA cannot accept transcripts from the applicant or any source.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Formal Education** | **Name & Location of School** | **Dates Attended** | **Date Graduated** | **Degree or # of Credits** |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Grad School** |  |  |  |  |

Below please note any special knowledge or training that you consider relevant. List any special licenses, certificates, professional organizations or awards you fee support this application. Additionally, please provide a full disclosure and description of any unfavorable history or suspensions with regard to licensure and prior employment. Attach additional pages if necessary.

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**RECORD OF TRAINING**

List all training and academic courses that are relevant to knowledge base requirements for each of the six domains. Applicants may refer to the MAPPA Prevention Training Requirements sheet for a listing of required training hours in each domain. Applicants must submit copies of training certificates or other verification of attendance at training events. Attach certificates verifying training in the order in which courses are listed. Reproduce this form as needed to record all appropriate education.

**DOMAIN: #\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(PROVIDE A SEPARATE SHEET – PER DOMAIN)**

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| --- | --- | --- | --- |
| **ACTIVITY / COURSE** | **CLOCK HOURS** | **LOCATION / DATE** | **SPONSOR / TRAINER** |
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Hours of training are measured at 60 min. = 1 Clock hour and 1 Clock hour = 1 CEU. College credits are measured by the hours described in official college transcripts with a typical 3-credit course = 36 Clock hours.

**PREVENTION CERTIFICATION TRAINING REQUIREMENTS**

Applicants must verify they have met the **minimum required training hours in each domain as outlined below.** However, applicants are encouraged to seek training in all knowledge bases. At least 50% of all training must be acquired within 5 years of submission of the application for credentialing. **Refer to the accompanying ‘measures’, found under V. PREVENTION PERFORMANCE DOMAINS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERFORMANCE DOMAIN** | **CPP** | **CPS** | **APS** |
| **Domain 1: Planning & Evaluation** | **25** | **25** | **3** |
| **Domain 2: Prevention Education & Service Delivery**Public Speaking | **15****6** | **15****6** | **6****3** |
| **Domain 3: Community** | **13** | **13** | **Optional** |
| **Domain 4: Community Organization** | **15** | **15** | **Optional** |
| **Domain 5: Public Policy & Environmental Change** | **12** | **12** | **Optional** |
| **Domain 6: Professional Growth & Responsibility**Prevention Specific EthicsCultural Competency | **15****6****6** | **15****6****6** | **6****6****3** |
| **Additional Hours in any Performance Domain** | **87** | **7** | **23** |
| **TOTAL TRAINING / EDUCATION HOURS REQUIRED** | **200** | **120** | **50** |

**PREVENTION EXPERIENCE**

Acceptable experience (volunteer or paid positions) in which the applicant provides direct drug and alcohol prevention services / activities OR supervision of prevention services / activities. All relevant experience must be obtained within 4 years of application and must be verified with letters from employers / volunteer coordinators, specifying alcohol, tobacco and other drug prevention related duties and responsibilities. NOTE: 2,000 hours equal one year of experience. List your most recent work experience first. Make as many copies as needed.

**Name of Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Immediate Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Full-Time / Part-Time (Circle One)**

 **Total # of hours of prevention experience in this position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Immediate Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Full-Time / Part-Time (Circle One)**

 **Total # of hours of prevention experience in this position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAPPA Prevention Code of Ethics**

**NON-DISCRIMINATION:** The prevention specialist must not discriminate against clients, the public or others based on race, religion, age, sex, national ancestry, sexual orientation or economic condition or against persons with disabilities.

**RESPONSIBILITIES:** The prevention specialist shall exercise competent professional judgment when dealing with clients, the public and other professionals and shall maintain their best interest at all times.

**COMPETENCE:** The prevention specialist shall provide competent professional service to all in keeping with MAPPA standards. Competent professional service requires thorough knowledge of alcohol and other drug abuse, skill in presentation and education techniques, thoroughness and preparation reasonably necessary to assure the highest level of quality service and a willingness to maintain current and relevant knowledge through on-going professional education. The prevention specialist shall assess personal competence and not operate beyond their skill or training level.

**PROFESSIONAL STANDARDS:** The prevention specialist should maintain the highest professional standards and should not:

* claim either directly or by implication: professional knowledge, qualifications or affiliations that the prevention specialist does not possess;
* lend their name to, or participate in, any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way;
* misrepresent their certification to the public or make false statements regarding their qualifications to MAPPA;
* jeopardize or compromise their professional status through the association, development and/or promotion of books or other products offered for commercial sale (for example, personal endorsement of products and/or techniques);
* fail to recognize the effect of professional impairment (i.e., intoxication, drug use relapse) on professional performance and the need to seek appropriate treatment for oneself.

**PROFESSIONAL OBLIGATIONS TO THE PUBLIC:** Although the certified prevention specialist may feel a need to market themselves as competent or professional, they are to be mindful that they are discouraged from championing their cause by denigration of others. In addition, the alcohol and other drug abuse prevention specialist shall not engage in false or misleading communication about their own or other professionals, abilities, training and/or experience.

**PUBLICATIONS:** The prevention specialist who participates in the writing, editing or publication of professional papers, videos/films, pamphlets or booklets must act to reserve 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 alcohol and other drug abuse prevention specialist 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 professional standards.

**PUBLIC WELFARE:** The prevention specialist shall maintain objectivity, integrity and the highest professional standards in delivering prevention services, holding the best interest of the public first, and always striving to provide an appropriate setting to ensure professionalism and provide a supportive environment.

**CONFIDENTIALITY:** The prevention specialist shall adhere to all applicable state and federal laws and rules, including reporting child abuse/neglect or misconduct by individuals or agencies. As such prevention specialists have the responsibility to be aware of and in compliance with all applicable state and federal guidelines, regulations and statutes and agency policies regarding confidentiality, data privacy and professional relationships.

**PROFESSIONAL RELATIONSHIPS:** The prevention specialist shall maintain an objective, non- possessive relationship with those they serve and shall not exploit them sexually, financially or emotionally. Further, the prevention specialist shall maintain the ability and willingness to make appropriate referrals.

**FINANCIAL ARRANGEMENTS:** The prevention specialist should not personally accept gifts or gratuities for professional work above and beyond the fees and gratuities being paid to the agency by which the prevention specialist is employed.

**PROFESSIONAL PROMOTION:** The prevention specialist should strive to maintain and promote the integrity of certification within the state of Maryland, nationally and internationally, and the advancement of the prevention profession.

**PROFESSIONAL INTEGRITY:** A prevention specialist should:

* never knowingly make a false statement to MAPPA or any other disciplinary authority;
* promptly alert colleagues to potentially unethical behavior so said colleague can take corrective action;
* report violations of professional conduct by other alcohol and other drug abuse

professionals to the appropriate authority when there is knowledge that said the professional has violated professional standards and has failed to take corrective action after a formal intervention.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documentation of Supervised Practical Experience in Prevention Performance Domains**

**To Supervisor:** Please complete this form indicating applicant’s supervised practical experience in performing prevention functions. (This form may be sent directly to MAPPA, or enclosed in the application packet in a separate seal envelope)

**Please Print**

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time you provided direct supervision to applicant: From \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

Based on your knowledge of this applicant, rate his/her experience. Indicate each task the applicant has experience in by making a check along the side of the corresponding task description. (APS applicants are required to document 60 hours of supervised experience in the 6 Domains and CPP & CPS applicants must document 120 hours with at least 10 hours in each of the Domains).

**Rating Scale: 0 = Unacceptable 1 = Acceptable 2 = Excellent**

 **Domain 1: Planning and Evaluation # Hours \_\_\_\_\_\_ Rating \_\_\_\_\_\_**

\_\_\_ Determine the level of community readiness for change.

\_\_\_  Identify appropriate methods to gather relevant data for prevention planning.

\_\_\_  Identify existing resources available to address the community needs.

\_\_\_  Identify gaps in resources based on the assessment of community conditions.

\_\_\_  Identify the target audience.

\_\_\_  Identify factors that place persons in the target audience at greater risk for the

 identified problem.

\_\_\_  Identify factors that provide protection or resilience for the target audience.

\_\_\_  Determine priorities based on comprehensive community assessment.

\_\_\_  Develop a prevention plan based on research and theory that addresses

 community needs and desired outcomes.

\_\_\_  Select prevention strategies, programs, and best practices to meet the

 identified needs of the community.

\_\_\_  Implement a strategic planning process that results in the development and

 implementation of a quality strategic plan.
 \_\_\_ Identify appropriate prevention program evaluation strategies.

 \_\_\_ Administer surveys / pre / post-tests at work plan activities.

 \_\_\_ Conduct evaluation activities to document program fidelity.

 \_\_\_ Collect evaluation documentation for process and outcome measures.

 \_\_\_  Evaluate activities and identify opportunities to improve outcomes.

\_\_\_  Utilize evaluation to enhance sustainability of prevention activities.

\_\_\_  Provide applicable workgroups with prevention information and other support

 to meet prevention outcomes.

\_\_\_  Incorporate cultural responsiveness into all planning and evaluation activities.

\_\_\_  Prepare and maintain reports, records, and documents pertaining to funding

 sources.

**Domain 2: Prevention Education and Service Delivery # Hours \_\_\_\_\_ Rating \_\_\_\_**

**\_\_\_** Coordinate prevention activities.

\_\_\_  Implement prevention education and skill development activities appropriate for the target audience.

\_\_\_  Provide prevention education and skill development programs that contain

 accurate, relevant, and timely content.

\_\_\_  Maintain program fidelity when implementing evidence-based practices.

\_\_\_  Serve as a resource to community members and organizations regarding

 prevention strategies and best practices.

**Domain 3: Communication # Hours \_\_\_\_\_\_ Rating \_\_\_\_\_**

\_\_\_  Participate in public awareness campaigns and projects relating to health

 promotion across the continuum of care.

\_\_\_  Identify marketing techniques for prevention programs.

\_\_\_ Promote programs, services, activities and maintain good public relations.

\_\_\_  Apply principles of effective listening.

\_\_\_  Apply principles of public speaking.

\_\_\_  Employ effective facilitation skills.

\_\_\_  Communicate effectively with various audiences.

\_\_\_  Demonstrate interpersonal communication competency.

**Domain 4: Community Organization # Hours \_\_\_\_\_ Rating \_\_\_\_\_**

\_\_\_  Identify a diverse group of stakeholders to include in prevention programming

 activities.

\_\_\_  Build community ownership of prevention programs by collaborating with

 stakeholders when planning, implementing, and evaluating prevention

 activities.

\_\_\_  Offer guidance to stakeholders and community members in mobilizing for community change.

\_\_\_ Identify the community demographics and norms.

\_\_\_  Participate in creating and sustaining community-based coalitions.

\_\_\_  Develop or assist in developing content and materials for meetings and other

 related activities.

\_\_\_ Develop strategic alliances with other service providers within the community.

\_\_\_ Develop collaborative agreements with other service providers within the

community.

\_\_\_  Participate in behavioral health planning and activities.

**Domain 5: Public Policy and Environmental Change # Hours \_\_\_\_ Rating \_\_\_\_**

\_\_\_ Provide resources, trainings and consultations that promote environmental

 change.

\_\_\_  Participate in enforcement initiatives to affect environmental change.

\_\_\_  Participate in public policy development to affect environmental change.

\_\_\_  Use media strategies to support policy change efforts in the community.

\_\_\_  Collaborate with various community groups to develop and strengthen effective

 policy.

\_\_\_  Advocate to bring about policy and/or environmental change.

**Domaine 6: Professional Growth and Responsibility # Hours \_\_\_\_ Rating \_\_\_\_**

\_\_\_  Demonstrate knowledge of current prevention theory and practice.

\_\_\_  Adhere to all legal, professional, and ethical principles.

\_\_\_  Demonstrate cultural responsiveness as a prevention professional.

\_\_\_  Demonstrate self-care consistent with prevention messages.

\_\_\_  Recognize importance of participation in professional associations locally, statewide and nationally.

\_\_\_  Demonstrate responsible and ethical use of public and private funds.

\_\_\_  Advocate for health promotion across the life span.

\_\_\_  Advocate for healthy and safe communities.

\_\_\_  Demonstrate knowledge of current issues of addiction.

\_\_\_  Demonstrate knowledge of current issues of mental, emotional, and behavioral health.

**I hereby attest that this evaluation truthfully reflects my knowledge of the application and I confirm that the applicant has received the indicated hours of supervision in the above prevention tasks in each of the domains as outlined above.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Supervisor’s Signature Date

**Mail Directly to: MAPPA P. O. Box 609 Linkwood, MD 21835-0609**