

PS-C Maine Prevention Certification Board

Documentation of Experience for Certified Prevention Specialist (PS-C)

In cases where an applicant has had prevention experience at more than one site/employer, a separate form should be filled out for each location.

All information must be typed or printed.

Section 1: Applicant Information

Name: _____

Section 2: Program Information

Program Name: _____

Program Address: _____

City/State/Zip: _____

Daytime Phone Number: _____

Section 3: Documentation of Experience

Please attach a copy of the applicant's job description on, or attached to, program letterhead.

Applicant's Position: _____

Start Date: _____ End Date: _____

Average Weekly Schedule (hours)*: _____

**Experience hours are calculated based on start/end dates and average weekly schedule. Indicate the average number of direct and indirect hours per week the applicant spent in the prevention activities of planning and evaluation, education and skill development, community organization, public policy, and professional growth and responsibility (see page 5). Full time Certified Prevention Specialists may enter 40 hours.*

Section 4: Signature Requirement

By signing below, I attest that the applicant named in Section I worked as a prevention professional at this program providing prevention services, and I endorse this candidate for certification.

Signature of Supervisor or Program Director

Date

Certified Prevention Specialists are required to have 2,000 hours of Prevention experience, including volunteer work. The Program Director or Supervisor of the program in which the experience was gained should complete this form. If the experience was in several programs, each of them should complete a copy of this form.

SUPERVISOR: Please complete and sign this form and return it to the applicant with a copy of the applicant's job description, for submission with his/her Certification Application.

APPLICANT: Please enter the total number of documented experience hours on the Applicant Check List.

IC&RC PREVENTION PERFORMANCE DOMAINS

Domain 1: Planning and Evaluation

- 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

- Coordinate prevention activities.
- Implement prevention education and skill development activities appropriate for the target audience.
- Provide prevention education & 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

- Promote programs, services, activities, and maintain good public relations.
- Participate in public awareness campaigns & 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

- 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

- 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

- Demonstrate knowledge of current prevention theory and practice.
- Adhere to all legal, professional, and ethical principles.
- Demonstrate cultural responsiveness as 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.