

PS-C Maine Prevention Certification Board

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

In cases where an applicant has been supervised by multiple supervisors (due to multiple employers/programs), each supervisor should fill out a separate form.

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

Indicate the total number of hours Supervision for each of the Prevention Performance Domains* listed:

- | | |
|--|-------------|
| 1. Planning and Evaluation | _____ hours |
| 2. Prevention Education and Service Delivery | _____ hours |
| 3. Communications | _____ hours |
| 4. Community Organization | _____ hours |
| 5. Public Policy and Organizational Change | _____ hours |
| 6. Professional Growth and Responsibility | _____ hours |
| TOTAL | _____ hours |

*See Performance Domains list (attached). Please consult with the prevention certification applicant if you need additional information regarding the domains.

Section 4: Signature Requirement

By signing below, I attest that the applicant received supervision in the Performance Domains as listed above, and I endorse this candidate for certification.

Signature of Supervisor or Program Director

Date

Certified Prevention Specialists must have 120 hours of Supervision in the Prevention Performance Domains, with a minimum of 10 hours in each domain. The person or persons supervising the applicant should complete this form or forms.

SUPERVISOR: Please return the completed form to the applicant for submission with his/her application.

APPLICANT: Transfer the total number of Supervised Practical Training hours to the Application 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.