

Application Packet
for
**Provisional Prevention Specialist
(PPS)**

Maine Prevention Certification Board

**C/O AdCare Educational Institute of Maine
6 East Chestnut St., Suite 101, Augusta, Maine 04330
(207) 626-3615**

[http://www. mainepreventioncertification.org](http://www.maine prevention certification.org)

PPS Maine Prevention Certification Board

Application for Provisional Prevention Specialist (PPS)

Information must be typed or printed. Incomplete applications will not be considered.

Section 1: Personal Information

_____ **First Application**
_____ **Second Application**

Name (as it should appear on your certificate):

Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email: _____

Program/Business Name: _____

Program/Business Address: _____

Program/Business City/State/Zip: _____

Section 2: Signature Requirement

I hereby certify that the information being submitted in this application is true and accurate, that I have read, signed, and ascribed to the attached Code of Ethical Standards, and that I will endeavor to acquire the education/training and the experience needed to become a Certified Prevention Specialist.

Applicant's Signature

Date

The certification fee is \$50.00 for two years and is non-refundable. Please see Page 25 of the Maine Prevention Certification Manual for further information on fee structure. Payment is made by using the Payment dropdown menu at <http://www.maine prevention certification.org>, which provides instructions for both on-line payment and payment by check.

Completed application packets can be submitted electronically to info@mainepreventioncertification.org or mailed to: MPCB, C/O AdCare Maine, 6 East Chestnut St., Suite 101, Augusta, Maine 04330.

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Education Documentation for Provisional Prevention Specialist (PPS)

There are no Education Requirements to become a Provisional Prevention Specialist. However, if you have education or training that may be applicable, please list it on the form below. Your list may be used later, in your application to become a Certified Prevention Specialist and will help you determine how much additional education/training you will need. Please review pages 7 and 8 of the Maine Prevention Certification Manual for an explanation of the terms used before completing this form.

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and Maine Prevention Certification Board approved distance education.

Type of Education/Training	ATOD	Ethics	SAPST	Other Domain Related	TOTAL Hours
Example: Understanding Coalition Building Theory and Practice				6	6
Example: Prevention Ethics		6			6
Total					

You may attach additional copies of this page, if needed.

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Narrative: Experience in the Performance Domains Provisional Prevention Specialist (PPS)

All information must be typed or printed.

There are no Experience Requirements to become a Provisional Prevention Specialist (PPS). However, if you have experience in prevention, please take some time to complete this form. Describe your prevention work in each of the following Performance Domains (e.g. organizations worked for, specific projects, number of years of experience). Please refer to pages 12-13 of the Maine Prevention Certification Manual for a description of the elements of each Domain. Once you have completed this form, you will have a better idea of the kinds of work experience you will need when you apply for a Certified Prevention Specialist certification.

Planning and Evaluation:

Prevention Education and Service Delivery:

Communication:

Community Organization:

Public Policy and Organizational Change:

Professional Growth and Responsibility:

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Code of Ethical Standards

Provisional Prevention Specialist (PPS)

This copy of the Code of Ethical Standards for Provisional Prevention Specialists must be signed and returned as part of your application. Applications without a signed Code of Ethical Standards form will not be considered. A copy of the Code of Ethical Standards is also included in your Maine Certification Manual and should be kept for your records.

Principle 1: Non-Discrimination

1. The Provisional Prevention Specialist must not discriminate against service recipients, colleagues, or the general public based on race, religion, age, sex, national ancestry, sexual orientation, economic or handicapping conditions.
2. The Provisional Prevention Specialist should broaden his or her understanding and acceptance of cultural and individual differences, in order to render services and provide information sensitive to those differences.

Principle 2: Personal Responsibility

1. The Provisional Prevention Specialist shall exercise competent professional judgment when dealing with service recipients, colleagues, or the general public and shall maintain their best interest at all times.
2. The Provisional Prevention Specialist shall serve as a responsible role model in applying prevention concepts to public and professional relationships.

Principle 3: Professional Competence

1. The Provisional Prevention Specialist shall provide competent, professional service to all in keeping with the State of Maine Standards. Competent professional service required:
 - a. Thorough knowledge of ATOD abuse prevention
 - b. Skill in presentation and education techniques
 - c. Thoroughness and preparation reasonably necessary to assure the highest level of quality service, and
 - d. Willingness to maintain current and relevant knowledge through ongoing professional education
2. The Provisional Prevention Specialist shall assess personal competence, recognize personal boundaries and limitations, and not offer services beyond his/her skill or training level.

Principle 4: Professional Standards

1. The Provisional Prevention Specialist (PPS) shall maintain the highest professional standards and:
 - a. Shall not claim either directly or by implication, professional knowledge, qualifications or affiliations that the PPS does not possess.
 - b. Shall not lend his/her name to, or participate in, any professional and/or business relationship that may knowingly misrepresent or mislead the public in any way.
 - c. Shall not misrepresent his/her certification to the public or make false statements regarding their qualifications to the Maine Prevention Certification

Board.

- d. Must ensure that any materials or products, with which he/she is associated in developing or promoting, whether for commercial sale or other use, are presented in a professional and factual way.
- e. Shall recognize the effect of substance use on professional performance and must be willing to seek appropriate treatment for oneself.
- f. Must fairly and accurately report appropriate prevention information to service recipients, colleagues, and the general public, acknowledging and documenting sources, materials and techniques used.
- g. Must not misrepresent the work of others.
- h. Must not misrepresent one's own prevention work for personal or professional recognition, funding, or other gain.

Principle 5: Public Statements

1. The Provisional Prevention Specialist must respect the limits of current knowledge in public statements concerning the effectiveness of prevention initiatives, prevention programs, prevention research, and ATOD information.
2. The Provisional Prevention Specialist who conducts training in prevention must indicate to the audience the requisite training/qualifications required to properly implement the material, program, or techniques presented/taught in training.

Principle 6: Material Credit

1. The Provisional Prevention Specialist who participates in the writing, editing, development or production of professional papers, videos/films, pamphlets, books, or any other prevention materials, must acknowledge and document any published or unpublished materials, techniques, or sources used in creating these materials.
2. The use of copyrighted materials without first receiving author approval is against the law and in violation of professional ethics.

Principle 7: Recipient Welfare

1. The Provisional Prevention Specialist shall maintain objectivity, integrity, and the highest professional standards in:
 - a. Delivering prevention services
 - b. Providing a supportive environment
 - c. Protecting the welfare and upholding the best interest of both individual recipients and the public
 - d. Maintaining an ability and willingness to make appropriate referrals

Principle 8: Confidentiality

1. The Provisional Prevention Specialist has the responsibility to be aware of and in compliance with all applicable state and federal guidelines, regulations, statutes, and agency policies, i.e.
 - a. Notification of recipient rights
 - b. Reporting incidents or risk of abuse and neglect consistent with Maine law.
 - c. Reporting misconduct by individuals or agencies
 - d. Maintaining client confidentiality and safeguarding from disclosure confidential information acquired during service delivery

Principle 9: Professional Integrity

1. The Provisional Prevention Specialist should:
 - a. Never knowingly make false statements to the appropriate licensing/certifying disciplinary authority

- b. Promptly alert colleague to potentially unethical behavior so said colleague can take corrective action
- c. Report violations of professional conduct by other prevention professionals to the appropriate licensing/certification disciplinary authority when there is knowledge that the said professional has violated professional standards. A reporting form can be found on the MPCB website.

Principle 10: Remuneration

- 1. The Provisional Prevention Specialist must establish financial arrangements in professional practice in accordance with the professional standards that safeguard the best interests of service recipients, colleagues, and the public.
- 2. The Provisional Prevention Specialist must not send or receive a commission or rebate or any other form of remuneration for referral of service recipients for professional services.
- 3. The Provisional Prevention Specialist must not exploit one’s relationship with service recipients to promote personal gain or the profit of any agency or commercial enterprise of any kind.

Principle 11: Societal Obligations

- 1. The Provisional Prevention Specialist should:
 - a. Advocate for consistent health promotion and awareness message to the general public
 - b. Provide factual state-of-the-art ATOD prevention information to the consumers of prevention services
 - c. Advocate public policy that would help strengthen the overall health and well-being of the community

Principle 12: Professional Obligations

- 1. In addition to adhering to the obligations stated above, the PPS should strive to maintain and promote the integrity of certification within the State of Maine, nationally and internationally, and the advancement of the ATOD prevention profession.

Signature of Applicant

By signing below, I attest that I have read and ascribed to this Code of Ethical Standards, as a core element of my certification as a Provisional Prevention Specialist in the state of Maine.

Signature	Print Name	Date
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