

# **Application Packet**

*for*

## **Certified Prevention Specialist (PS-C)**

**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.maine prevention certification.org>

# **PS-C**    **Maine Prevention Certification Board** **Application for** **Certified Prevention Specialist (PS-C)**

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

## **Section 1: Personal Information**

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 all of the information being submitted in this application is true and accurate, that I live or work at least 51% of the time in Maine, and that I have read, signed, and ascribed to the attached Code of Ethical Standards.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The certification fee is \$150.00 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](mailto:info@mainepreventioncertification.org) or mailed to: MPCB C/O AdCare Maine 6 East Chestnut St., Suite 101, Augusta, Maine 04330.

# PS-C Maine Prevention Certification Board

## Application Checklist for Certified Prevention Specialist (PS-C)

Applicant's Name: \_\_\_\_\_

	Applicant	Certification Use Only
<b>APPLICATION Cover Sheet Completed/Signed</b>	<input type="checkbox"/>	
Documentation of Name Change (if required)	<input type="checkbox"/>	
<b>EDUCATION Documentation</b>	<input type="checkbox"/>	
Total Number of Hours	_____	
ATOD Hours	_____	
Ethics Hours	_____	
SAPST Hours	_____	
Other Hours in Prevention Domains	_____	
Documentation of Education Hours Attached	<input type="checkbox"/>	
<b>NARRATIVE of Experience in Domains</b>	<input type="checkbox"/>	
<b>EXPERIENCE Documentation</b>	<input type="checkbox"/>	
Total Number of Hours	_____	
Position Description(s) Attached – to accompany the Experience Documentation Form(s)	<input type="checkbox"/>	
<b>SUPERVISED EXPERIENCE Documentation</b>	<input type="checkbox"/>	
Total Number of Hours	_____	
<b>CODE OF ETHICAL STANDARDS Signed</b>	<input type="checkbox"/>	
<b>THREE REFERENCES</b> (forms should be sent directly to the MPCB from the reference)	<b>Not sent in by applicant</b>	
<b>IC&amp;RC SPECIALIST EXAM PASSED</b>	<b>Not sent in by applicant</b>	

**This checklist should be the second document in your application packet.** The checklist provides a location for you to record compliance with certification criteria, and a location for Maine Prevention Certification Board staff to record the outcome for their review of the documents you have submitted.

# **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.

# 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 page 5. Please consult with the prevention certification applicant if additional information regarding the content of the Performance Domain is needed.

### 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.**







# PS-C

## Maine Prevention Certification Board Education Form for Undocumented Events: Certified Prevention Specialist (PS-C)

This form is to be used to verify undocumented education. If you do not have certificates for one or more workshops, you must fill out this form and have your supervisor or program director sign the bottom to verify that you have attended these workshops. *Only 15% (18 hours) of total education can be applied with this form.* PREVENTION ETHICS TRAINING MUST BE DOCUMENTED, AND MAY NOT BE LISTED ON THIS FORM. You should make every effort to locate missing verification of educational hours before using this form. This form can also be used to document in-service trainings. Further detail about education documentation is included on pages 7 and 8 of the Maine Prevention Certification Manual.

Applicant's Name: \_\_\_\_\_

Title, Sponsor of Education, and Learning Objectives Covered	Date(s)	Hours

***By signing below, I attest that the above applicant has attended the workshops and in-service trainings listed on this page.***

\_\_\_\_\_  
Signature of Supervisor or Program Director

\_\_\_\_\_  
Date

# **PS-C** **Maine Prevention Certification Board** **Narrative: Experience in the Performance Domains** **Certified Prevention Specialist (PS-C)**

*All information must be typed or printed.*

Please take some time to provide examples of 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 MPC Manual for descriptions of the domains.

**Item #1**, below, is a verification question about ATOD experience. The remainder of the domain experience narratives can focus on any kind of prevention.

- 1. Verification that 25% or 500 hours of your documented 2000 hours of prevention experience is in programming that focuses on Alcohol, Tobacco or Other Drugs. List job(s) and hours (out of the 2000 you have documented) that are specific to ATOD prevention work:**

**2. Planning and Evaluation:**

**3. Prevention Education and Service Delivery:**

**Narrative: Experience in the Performance Domains, Continued**

**4. Communication:**

**5. Community Organization:**

**6. Public Policy and Organizational Change:**

**7. Professional Growth and Responsibility:**

# **PS-C**    **Maine Prevention Certification Board**

## **Code of Ethical Standards**

### **Certified Prevention Specialist (PS-C)**

***This copy of the Code of Ethical Standards for Certified 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 Certified 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 Certified 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 Certified 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 Certified Prevention Specialist shall serve as a responsible role model in applying prevention concepts to public and professional relationships.

#### **Principle 3: Professional Competence**

1. The Certified 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 Certified 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 Certified Prevention Specialist (PS-C) shall maintain the highest professional standards and:
  - a. Shall not claim either directly or by implication, professional knowledge, qualifications or affiliations that the PS-C 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 Certified 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 Certified 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 Certified 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 Certified 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 Certified 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 Certified 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



# PS-C

## Maine Prevention Certification Board

*Reference Form* for

### Certified Prevention Specialist (PS-C)

Name of Applicant: \_\_\_\_\_

This is a recommendation from: \_\_\_\_\_ **Peer** \_\_\_\_\_ **Supervisor**

*Dear Prevention Colleague:*

Your cooperation in providing a candid evaluation of the above named applicant's ability to perform as a Prevention Specialist will be appreciated. The Maine Prevention Certification board will hold this letter confidential. When you have completed this form, please sign and return to the Maine Prevention Certification Board.

1. How long have you known the applicant and in what capacity?

2. In comparison with others with whom you have worked, please rate the applicant in the following areas (see attached domain description):

	Unable to Judge	Below Average	Average	Above Average
Planning and Evaluation	_____	_____	_____	_____
Prevention Education and Service Delivery	_____	_____	_____	_____
Community Organization	_____	_____	_____	_____
Public Policy and Organizational Change	_____	_____	_____	_____
Professional Growth and Responsibility	_____	_____	_____	_____
Communication	_____	_____	_____	_____



3. Please share any further observations you may have regarding the candidate's work as a Prevention Specialist, or expand upon your ratings from question #2 here:

4. Please check the category below that most accurately summarizes your recommendation:

- Highly recommended
- Recommended
- Recommended with reservations
- Not recommended

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DO NOT RETURN TO CANDIDATE**

*Please return both pages of the reference form to:*

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

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# PS-C Maine Prevention Certification Board

## RECERTIFICATION Continuing Education Documentation

### Certified Prevention Specialist (PS-C)

**Please review pages 7 and 8 of the Maine Prevention Certification Manual before completing this form. A total of 40 hours is required.**

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. Further detail about the various types of allowable education is included on pages 7 and 8 of the Maine Prevention Certification Manual. Specific hour requirements are detailed in the chart below. The next page can be copied to allow for more entries. **Up to 12 of the 40 required hours of education for recertification may be received for hours teaching. Please refer to the MPCB Certification Manual for more details regarding recertification.**

Title, Date, Sponsor and Brief Description <sup>5</sup> (Attach a copy of your Certificate of Attendance)	Type of Education/Training			
	ATOD	Ethics <sup>6</sup>	Other Domain Related	TOTAL Hours
Example: <i>Understanding Coalition Building Theory and Practice</i> , 5/15/17, ABCD Training Consortium. Covered coalition theory and steps for building a coalition.			6	6
<b>Total for this page</b>				
<b>Total for all pages</b>				

<sup>5</sup> The MPCB reserves the right to ask for additional information to determine applicability of training/education for PS-C certification.

<sup>6</sup> Prevention Ethics Training must have been completed within 2 years prior to application.

# PS-C

## Maine Prevention Certification Board **RECERTIFICATION Continuing Education Documentation**

•••••Additional Pages•••••

### Certified Prevention Specialist (PS-C)

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Title, Date, Sponsor and Brief Description <sup>7</sup> (Attach a copy of your Certificate of Attendance)	Type of Education/Training			
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<b>Total for this additional page</b>				

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<sup>8</sup> Prevention Ethics Training must have been completed within 2 years prior to application.