

# PS-C

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

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

**Please document Continuing Education hours on RECERTIFICATION Continuing Education Documentation Form. Be sure to attach copies of certificates and syllabus, agenda or outline of workshops as proof of completion.**

### 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: Fees Enclosed

**Recertification Fee:** \$75.00 \_\_\_\_\_

**Late Fee (if applicable):** \$25.00 \_\_\_\_\_

**Total Enclosed:** \_\_\_\_\_

### Section 3: Signature Requirement

*I hereby certify that all of the information being submitted in this application is true and accurate, and that I have read, signed, and ascribed to the attached Code of Ethical Standards.*

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

**Please email this application to: [info@mainepreventioncertification.org](mailto:info@mainepreventioncertification.org)**

**Or mail one original to:** Maine Prevention Certification Board  
C/O AdCare Educational Institute of Maine  
6 E. Chestnut St., Suite 101, Augusta, ME 04330

# 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>1</sup> (Attach a copy of your Certificate of Attendance)	Type of Education/Training			
	ATOD	Ethics <sup>2</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>1</sup> The MPCB reserves the right to ask for additional information to determine applicability of training/education for PS-C certification.

<sup>2</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>3</sup> (Attach a copy of your Certificate of Attendance)	Type of Education/Training			
	ATOD	Ethics <sup>4</sup>	Other Domain Related	TOTAL Hours
<i>Example: Understanding Coalition Building Theory and Practice, 5/15/17, ABCD Training Consortium. Covered coalition theory and steps for building a coalition.</i>			6	6
<b>Total for this additional page</b>				

<sup>3</sup> The MPCB reserves the right to ask for additional information to determine applicability of training/education for PS-C certification.

<sup>4</sup> Prevention Ethics Training must have been completed within 2 years prior to application.

# 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

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 Certified 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 Certified 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 Certified 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 Certified 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 PS-C 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 Certified Prevention Specialist in the state of Maine.***

\_\_\_\_\_  
Signature    Print Name    Date