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**Maine Prevention Certification Board**

**Training/Education Pre-Approval Application**

The Maine Prevention Certification Board (MPCB) accepts applications to pre-approve contact hours for training/education sessions that meet Maine Prevention Certification Board requirements for Prevention Specialist certification and recertification. Pre-approval of trainings/educational sessions is not required for the contact hours to count towards Maine’s prevention specialist certification; however, pre-approval does provide some benefits to both the training provider and the participants. By getting pre-approval, trainers will be able to market their offerings as pre-approved by the Maine Prevention Certification Board which may increase interest and enrollment. Pre-approval also helps prevention professionals know with certainty that their investment in participating in the training will count towards the required training hours for obtaining or sustaining their Maine Certified Prevention Specialist credential.

The MPCB will review training/education pre-approval applications at its monthly meetings. Applications and supporting documents must be submitted at least two months prior to the scheduled event. MCPB Pre-approval of training/education offerings is good for 2 years from date of approval notice. Any changes to the training format, instructor(s), or curriculum will require a new application for approval.

Pre-Approval Fee: $20 per contact hour

Applications may be submitted electronically or by mail using the contact information below. Payments may be made [online](http://www.cvent.com/d/3rqq8f/4W) or by check. Checks must be made out to AdCare Educational Institute of Maine.

Please submit:

* Application
* Description of the training, including a detailed agenda
* Instructor resume(s)
* Evaluation Tool
* Copy of certificate of completion that participants will receive

Mail: **Maine Prevention Certification Board** C/O AdCare Educational Institute
 The Ballard Center
 6 East Chestnut St., Suite 101
 Augusta, Maine 04330

Email: info@mainepreventioncertification.org

**Sponsoring Organization Information**

Name:

Contact Person:

Address:

Phone:

Email:

**Training Information**

Title:

Date:

Will this training be offered again in the next 12 months: [ ]  Yes [ ] No
Location:

|  |  |
| --- | --- |
| Format: | [ ]  Workshop |
| [ ]  Academic Course |
| [ ]  Webinar |
| [ ]  Other (Please specify):       |

Brief Overview:

Objectives, including educational domain(s) the training addresses:

Instructor(s):

Instructional Hours:
Begin/End Time(s):

Registration Fee (if applicable):

Intended Audience:

**Educational Domains**Please select the IC&RC Prevention Performance Domain(s) and associated task(s) covered in the educational session. Check all that apply:

[ ]  **Planning and Evaluation (Domain 1)
Associated Tasks**

[ ]  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.

[ ]  **Prevention Education and Service Delivery (Domain 2)**

**Associated Tasks**

[ ]  Coordinate prevention activities.

[ ]  Implement prevention education and skill development activities appropriate for the target audience.

[ ]  Provide prevention education and 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.

[ ]  **Communication (Domain 3)**

**Associated Tasks**

[ ]  Promote programs, services, activities, and maintain good public relations.

[ ]  Participate in public awareness campaigns and 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.

**[ ]  Community Organization (Domain 4)
Associated Tasks**

[ ]  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.

**[ ]  Public Policy and Environmental Change (Domain 5)
Associated Tasks**

[ ]  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.

**[ ]  Professional Growth and Responsibility (Domain 6)**

**Associated Tasks**

[ ]  Demonstrate knowledge of current prevention theory and practice.

[ ]  Adhere to all legal, professional, and ethical principles.

[ ]  Demonstrate cultural responsiveness as a 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.

 **[ ]  Ethics**

**Associated Objectives**

[ ] Define ethics and related terms

[ ] Describe the principles that comprise the Prevention Code of Ethical Standards

[ ] Use a decision-making process to resolve ethical dilemmas and apply the Prevention Code of Ethical Standards

[ ] Report ethical violations

**Criteria for Pre-Approval**

Training/education sessions must meet all of the following criteria in order for the MPCB to grant pre-approval:

* Sessions are directly related to the practice of one or more of the prevention specialist educational domains, as documented in the course objectives.
* The sponsoring organization or institution has demonstrated experience in providing education and training by instructors who are knowledgeable and experienced in evidence-based and promising prevention interventions as documented by the organization’s past trainings *OR* the instructor is knowledgeable and experienced in evidence-based and promising prevention interventions, as documented by the instructor’s resume.
* Course objectives are SMART (specific, measurable, achievable, relevant and time-bound)
* Contact hours are documented on the agenda and are included in the course certificate of completion.
* The completed course evaluations are available to the MPCB, on request.

Trainings that are endorsed or sponsored by the following organizations are automatically pre-approved:

* International Certification & Reciprocity Consortium (IC&RC)
* Center for Substance Abuse Prevention (CSAP)
* SAMHSA’s Center for the Application of Prevention Technologies (CAPT)
* Community Anti-Drug Coalitions of America (CADCA)