

# Application Forms

*for*

## Certified Prevention Specialist (PS-C)

**This packet contains the forms that must be filled out by the PS-C applicant only.**

**Forms that must be filled out by others as well (and are also found in DOWNLOADS) include:**

- Experience Documentation Form
- Supervision Documentation Form
- Undocumented Education Form
- Reference Form

**All the above forms except the reference form should be returned to the applicant for submission. Gather all forms together before submitting. The Application Checklist (page 3) will help you keep track.**

**Email Forms to: [info@mainepreventioncertification.org](mailto:info@mainepreventioncertification.org) or mail them to MPCB (address below).**

**For pages requiring a signature, print out page, sign it, scan the signed page and save it with the rest of the filled out pages. You will submit the signed pages by email with your entire application packet.**

### 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>

# **PS-C**    **Maine Prevention Certification Board** **Application Cover Sheet 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 E. 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.

## 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

## Education Documentation for Certified Prevention Specialist (PS-C)

**An application must have 120** hours of documented education/training for Initial Certification:

- **24** hours must be related to ATOD prevention
- **6** hours to Prevention Ethics
- **31** hours (26 in-person and 5 online) must be obtained through the “Substance Abuse Prevention Specialist Training” (SAPST), CADCA-approved equivalent, or MPCB-approved equivalent
- **59** “other hours” of education/training must be related to the six IC&RC Prevention Domains

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 also detailed in the Education Documentation form below. The Education Documentation Form can be copied to allow for more entries. ***Please review pages 7 and 8 of the Maine Prevention Certification Manual before completing this form.***

- An applicant must include the **Title, Date, Sponsor, a Brief Description, and Hours** for all educational events. *Please write clearly and legibly.*
- A **justification** must be provided for hours categorized as **ATOD [Prevention] and “Other Domain Related”**. Justification is not required for Prevention Ethics or SAPST hours. Justifications for “Other Domain Related” hours must demonstrate how the event relates to one or more of the “Associated Tasks” within the IC&RC Prevention Performance Domains, found on pages 12 and 13 of the Maine Prevention Certification Manual. If justifications do not clearly relate to the tasks within the domains, applications may be returned to the applicant and will require an Incomplete Application fee of \$25 before it can be re-reviewed once re-submitted.
- Copies of Certificates of Attendance must be submitted with your application and **must** include your name, title of training, presenter or sponsor, date(s) attended, and hours of attendance. Unofficial transcripts for college/university courses are accepted.
- Any education event listed that does not have the required documentation will not be considered. **It is the responsibility of the applicant to provide the required documentation.**
- You may submit the course description, syllabus, list of objectives, published overview of the event (i.e. program brochure) and other supporting documents for an event, however these documents CAN NOT be substituted as documentation of actual attendance in lieu of a certificate of attendance or transcript. This information serves only to provide further information for the Maine Prevention Certification Board to determine if the training hours are allowable for the Prevention Specialist credential.
- If the applicant does not have a certificate/transcript, the applicant may submit an Undocumented Education form which can be downloaded from the MPCB website at [www.maine prevention certification.org](http://www.maine prevention certification.org). 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.

## Maine Prevention Certification Board Initial Certification Education Documentation SAMPLE FORM

Title, Date, Sponsor and Brief Description  (Attach a copy of your Certificate of Completion)	Type of Education/Training and Minimum Hours required for each				
	ATOD	Ethics	SAPST	Other Domain Related	TOTAL Hours
	24	6	31	59	120
<i>Understanding Coalition Building Theory and Practice, 5/15/17, ABCD Training Consortium. Covered coalition theory and steps for building a coalition.</i>				6	6
Domain(s): 2 Associated Task(s): Implement prevention education and skill development activities appropriate for the target audience; Serve as a resource to community members and organizations regarding prevention strategies and best practices.					
<i>SAPST Training, 11/10-13/2016, Maine CDC. Foundational course of study in substance abuse prevention, grounded in current research and SAMHSA's Strategic Prevention Framework</i>			31		31
Domain(s): Not required Associated Task(s): Not required					
<i>Tobacco Use Prevention Conference, 9/25/15, 1234 Training Institute. Provided the latest in tobacco-use prevention, reduction and cessation.</i>	7				7
Domain(s): 6 Associated Task(s): Demonstrate knowledge of current issues of addiction; Demonstrate knowledge of current issues of mental, emotional, and behavioral health.					
<i>Prevention Ethics, 6/14/17, CAPT. Explored the role and application of ethics in substance misuse prevention.</i>		6			6
Domain(s): Not required Associated Task(s): Not required					
<b>Total for this page</b>	7	6	31	6	50
<b>Total for all pages</b>					

# PS-C

## Maine Prevention Certification Board

### Initial Certification Education Documentation

<b>Title, Date, Sponsor and Brief Description<sup>1</sup></b>  <b>(Attach a copy of your Certificate of Completion)</b>	<b>Type of Education/Training and Minimum Hours required for each</b>				
	ATOD	Ethics <sup>2</sup>	SAPST	Other Domain Related	TOTAL Hours
	24	6	31	59	120
Domain(s) & Associated Task(s):					
Domain(s) & Associated Task(s):					
Domain(s) & Associated Task(s):					
Domain(s) & Associated Task(s):					
<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

### Initial Certification Education Documentation

<b>Title, Date, Sponsor and Brief Description<sup>1</sup></b>  <b>(Attach a copy of your Certificate of Completion)</b>	<b>Type of Education/Training and Minimum Hours required for each</b>				
	ATOD	Ethics <sup>2</sup>	SAPST	Other Domain Related	TOTAL Hours
	24	6	31	59	120
Domain(s) & Associated Task(s):					
Domain(s) & Associated Task(s):					
Domain(s) & Associated Task(s):					
Domain(s) & Associated Task(s):					
<b>Total for this page</b>					
<b>Total for all pages</b>					

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# **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 MPCB 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 experience is in programming that focuses on Alcohol, Tobacco or Other Drugs. List job(s) and hours 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 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