

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. 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.

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, 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

Please email this application to: 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)

A Recertification application must have 40 hours of documented continuing education/training for Recertification. Six (6) of the 40 hours must come from an approved Prevention Ethics training. General recertification requirements may be found on page 17 of the Maine Prevention Certification Manual.

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. Only 15% (6 hours) of total education can be applied with this form. PREVENTION ETHICS TRAINING MUST BE DOCUMENTED, AND MAY NOT BE LISTED ON THIS FORM.

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Maine Prevention Certification Board **RECERTIFICATION Continuing Education Documentation** **SAMPLE FORM**

Title, Date, Sponsor and Brief Description ¹ (Attach a copy of your Certificate of Completion)	Type of Education/Training and Minimum Hours required for each			
	ATOD	Ethics ²	Other Domain Related	TOTAL Hours
		6		40
<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>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				
<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.				
Domain(s): Associated Task(s):				
Total for this page	7	6	6	19
Total for all pages				

¹ The MPCB reserves the right to ask for additional information to determine applicability of training/education for PS-C certification.

² Prevention Ethics Training must have been completed within 2 years prior to application.

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RECERTIFICATION Continuing Education Documentation

Certified Prevention Specialist (PS-C)

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	ATOD	Ethics ²	Other Domain Related	TOTAL Hours
		6		40
Domain(s) & Associated Task(s):				
Domain(s) & Associated Task(s):				
Domain(s) & Associated Task(s):				
Domain(s) & Associated Task(s):				
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Maine Prevention Certification Board **RECERTIFICATION Continuing Education Documentation**

•••••Additional Pages•••••

Certified Prevention Specialist (PS-C)

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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

