

# **Maine Prevention Certification Manual**

*for*  
**Certified Prevention Specialist (PS-C)  
and  
Provisional Prevention Specialist  
Certification (PPS)**

**Maine Prevention Certification Board**  
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# Table of Contents

	<b>Page</b>
Overview of Maine Prevention Certification Board.....	3
Purpose of Certification.....	3
General Information.....	3
o Fees.....	3
o Definitions.....	3
o Overview of the Certification Process .....	3
Certification Requirements for Certified Prevention Specialist (PS-C).....	6
o Experience and Supervision Requirements.....	6
o Education/training Requirements.....	7
o Exam Requirement.....	8
o Code of Ethics Agreement.....	8
o Application and References.....	8
Certification Requirements for Provisional Prevention Specialist (PPS)....	9
International Certification and Reciprocity Consortium (IC&RC) Description and Role.....	10
o IC&RC Mission.....	10
o Membership.....	10
o Reciprocity.....	10
o IC&RC On-line Examination.....	10
IC&RC Prevention Performance Domains.....	12
Ethics for Prevention Professionals: Code of Ethics .....	14
Recertification Requirements.....	16
Expiration of Certification.....	17
Voluntary Inactive Status.....	18
Revocation of Certified Prevention Specialist or Provisional Prevention Specialist Status.....	19
Glossary of Terms.....	22
Application Checklist.....	23
Fee Schedule.....	24

# MAINE PREVENTION CERTIFICATION BOARD (MPCB)

## OVERVIEW

The Maine Prevention Certification Board is a peer-led organization, serving and representing prevention professionals under the sponsorship of AdCare Educational Institute of Maine. The certification board is committed to setting, monitoring and enforcing standards for prevention professionals to ensure the public's protection and enhance the profession. The board is a proud member of the International Certification & Reciprocity Consortium (IC&RC), which establishes standards and facilitates reciprocity for the credentialing of prevention professionals.

## CERTIFICATION PURPOSE

1. To protect the public through the assurance of competency in prevention services.
2. To promote the delivery of competent, professional prevention services.
3. To establish a recognized credential of professional competency, which allows for national reciprocity.
4. To promote the credibility and continued professional development of prevention professionals.

## GENERAL INFORMATION

1. **FEES** - See attached Fee Schedule on the last page of this manual.
2. **DEFINITIONS**

**Prevention:** A proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing healthy behaviors and lifestyles and reducing risks contributing to alcohol, tobacco, and other drug misuse and related issues. Prevention focuses on the interventions that occur prior to the onset of a substance use disorder and which are intended to prevent the occurrence of the substance use disorder or reduce risk for the substance use disorder.

**Certified Prevention Specialist (PS-C):** A professional who uses a specialized set of knowledge, experience, training and skills to encourage healthy attitudes and behaviors which prevent the abuse of alcohol, tobacco and other drugs (ATOD). The role of the Certified Prevention Specialist, as defined by the six Prevention Performance Domains, is to empower individuals and communities to assess needs and to develop and implement strategies that effectively meet those needs.

**Provisional Prevention Specialist (PPS):** A prevention worker who has received a provisional certification in order to acquire the experience and education necessary to apply for certification as a Certified Prevention Specialist. This entry-level certification is not reciprocal with any other state or nation and does not require an examination. It can be renewed once (if PPS re-certification requirements are met) and entails a commitment to seek the experience and education/training required for the Certified Prevention Specialist status.

### 3. OVERVIEW of the CERTIFICATION PROCESS

This manual describes the requirements and procedures for becoming a Certified Prevention Specialist (PS-C) and a Provisional Prevention Specialist (PPS). Application materials are available for download at the MPCB website: <http://mainepreventioncertification.org/downloads/>

Recertification for the Certified Prevention Specialist credential is required every two years. To fulfill recertification requirements, candidates must complete an additional forty (40) hours of continuing education in the area of ATOD prevention. Provisional Prevention Specialists must work on obtaining the education and experience required to become a Certified Prevention Specialist. The Provisional Prevention Specialist credential can be renewed one time as long as the applicant meets certain recertification requirements. Re-Certification materials are available for download at the MPCB website: <http://mainepreventioncertification.org/downloads/>

All experience and education/training required for certification is based on the six IC&RC Prevention Performance Domains (defined on pages 12-13):

- 1. Planning and Evaluation**
- 2. Prevention Education and Service Delivery**
- 3. Communication**
- 4. Community Organization**
- 5. Public Policy and Environmental Change**
- 6. Professional Growth and Responsibility**

**The application process for the CERTIFIED PREVENTION SPECIALIST (PS-C)** has two primary steps:

- 1. Submission of a complete application for Certified Prevention Specialist certification:** Experience, supervised practical experience, education/training, adherence to the Code of Ethical Standards, and a statement that the applicant lives or works in Maine 51% of the time must be provided using the forms in the PS-C Application Packet. Three references are also required, using the form included in the application packet. Applications may be submitted electronically or mailed to the MPCB in hard copy form. An application is good for six months from the date it is signed.

A non-refundable \$150.00 fee is required at the time of application. The certification fee includes processing the application and two years of certification. A separate \$125.00 IC&RC examination fee is paid when the applicant has scheduled an appointment for the test. An additional \$125.00 fee will be necessary for applicants who re-take the exam within 6 months of the initial exam date. Incomplete applications will be returned for completion and a \$25.00 fee will be assessed for each subsequent review. Fees may be paid electronically or by check. See the website (<http://www.mainepreventioncertification.org/payment/>).

- 2. Successful completion of the IC&RC Prevention Specialist Exam:** The IC&RC exam is taken on-line at an approved testing center after the Maine Prevention Certification Board has provided the applicant access to an IC&RC on-line scheduling utility. **Testing Window Policy:** Candidates approved to sit for the exam will have 12 months from the date their application is approved to take the exam. Your certification is not effective until the Maine Prevention Certification Board has approved your application *and* you have passed the IC&RC Prevention Specialist exam.

**The application process for the PROVISIONAL PREVENTION SPECIALIST (PPS)** has one step:

**1. Submission of a Complete Application for Provisional Prevention Specialist certification:** This application contains an application form and forms for listing experience and education. Because there are no experience or education requirements for a PPS, this information does not need to be documented. Finally, a signed form affirming that you will adhere to the Code of Ethical Standards is required. Applications may be submitted electronically or mailed to the MPCB in hard copy form.

A non-refundable \$50.00 fee, required at the time of application, includes processing and two years of certification. Fees may be paid electronically or by check. See the payment dropdown menu on the website (<http://www.maine prevention certification.org/payment/>) for instructions.

**Certification Period** The Maine certification period for both the Certified Prevention Specialist and the Provisional Prevention Specialist is two calendar years, beginning on the first day of the month that follows approval by the Maine Prevention Certification Board. Dates are printed on the certificate. The recertification fee for the Certified Prevention Specialist is \$75.00 for two years. Please note the following new Provisional Prevention Specialist requirements: **As of March 1, 2018, a Provisional Prevention Specialist must have completed** the following requirements in order to apply for an additional two years of Provisional Prevention Specialist status. The recertification fee for the Provisional Prevention Specialist is \$50.00 for the one renewal that is allowed. **Please keep these requirements in mind as you begin to acquire the education/training and the experience needed to become a Certified Prevention Specialist.**

- 31 hours (26 in-person and five (5) online) must be obtained through the Substance Abuse Prevention Specialist Training (SAPST or MPCB-approved SAPST equivalent), and six (6) hours of Prevention Ethics must be taken *within the first year of PPS certification.*
- An additional 12 hours of training in Alcohol, Tobacco and Other Drugs (ATOD) must be completed *within the first two years of PPS certification.*

**Assistance with the general process** can be found in two ways:

### **1. Application Checklist**

An Application Checklist is included in the application packet. Use the checklist as an overview to begin and as a final check to be sure your application is complete.

### **2. Questions**

Questions about the certification process should be directed to the Maine Prevention Certification Board at the address below:

Maine Prevention Certification Board  
C/O AdCare Educational Institute of Maine  
at The Ballard Center  
6 E. Chestnut St., Suite 101, Augusta, Maine 04330  
Phone: (207) 626-3615, Website: [info@mainepreventioncertification.org](mailto:info@mainepreventioncertification.org)

# **CERTIFICATION REQUIREMENTS for CERTIFIED PREVENTION SPECIALIST (PS-C)**

## **1. EXPERIENCE REQUIREMENTS**

**Certified Prevention Specialist Candidates** must have **2,000 documented hours** of prevention-related experience in the IC&RC Prevention Performance Domains (pages 12-13). Of those 2,000 documented hours, a minimum of **120 hours of supervision** is required, with at least 10 hours in each domain. A minimum of 500 (25%) of the required 2,000 hours must be specific to alcohol, tobacco or other drugs (ATOD) prevention.

### **Experience Defined/Types of Experience:**

- Experience may come from internships/practicums and paid or voluntary work hours.
- Experience and supervision must be gained from a position in which the job description includes prevention (see page 3 for prevention definition).

### **Calculating Hours of Experience:**

Hours of experience are based on actual time worked, interned or volunteered. Hours are calculated based on start/end dates and average weekly schedule. The following equivalents will help you to calculate hours of experience:

- 1 year of full-time employment/volunteering = 2,000 hours
- 1 month of full-time employment/volunteering= 167 hours
- 1 week of full-time employment/volunteering= 40 hours

For example, if an individual worked half-time (20 hours per week) for a full year, they would accumulate 1,000 hours of experience.

### **Documenting Experience and Hours of Supervision:**

#### ***Total Hours:***

- Total experience hours must be documented on the *Documentation of Experience* form included in the application materials. This form must be signed by a supervisor or program director.

#### ***Supervised Hours:***

- Supervised hours must be documented on the *Documentation of Supervision* form found in the application packet. Each supervisor must complete and *sign* a separate form.

## 2. EDUCATION/TRAINING REQUIREMENTS

**Certified Prevention Specialist Candidates** must have a total of **120 hours** of documented education/training, according to the breakdown specified below.

**24** hours must be related to ATOD, **Six (6)** to Prevention Ethics, and **31 hours (26 in-person and five (5) online)** must be obtained through the “Substance Abuse Prevention Specialist Training” (SAPST). An applicant may substitute 31 hours of the 3-week (96 hour) CADCA National Coalition Institute (aka the National Training Academy) for SAPST, as long as they have attended all three weeks of training. Another SAPST alternative for an applicant is to attend the University of Maine at Farmington (UMF) HEA 211 Substance Abuse Prevention course taught by Robert Rogers, Certified SAPST Instructor, or another SAMHSA-approved certified SAPST instructor. Applicants **MUST** have perfect attendance at all classes, a certificate of completion from the Introduction to Substance Abuse Prevention online course, and a certificate of completion from the in-person UMF Substance Abuse Prevention course. The remaining “other hours” of education/training must be related to the six IC&RC Prevention Domains. Detail on the domains can be found in a table beginning on page 12. This table also lists the weight each domain is given on the IC&CR exam, which may help candidates to choose the education/training hours they pursue. The grand total will be 120 hours:

<b>ATOD Hours</b>		<b>Ethics Training Hours</b>		<b>SAPST Training Hours</b>		<b>Other Hours</b>		<b>TOTAL Hours</b>
<b>24</b>	<b>+</b>	<b>6</b>	<b>+</b>	<b>31</b>	<b>+</b>	<b>59</b>	<b>=</b>	<b>120</b>

### **Education Defined/Types of Education:**

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-service training, college/university credit courses, and Maine Prevention Certification Board approved distance education.

**Courses or Continuing Education Units from an accredited college or university:** You may submit undergraduate or graduate coursework for credit towards the required hours. One credit hour = 15 contact hours or 3 Credit hours = 45 contact hours, as long as all the hours in the course are relevant. If not, you must select the hours that are relevant to the hours claimed on the form.

**Online Trainings/Webinars:** Online trainings/webinars can be applied toward the education requirement.

**Pre-Approved Training for Prevention Specialists:** 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)

**A list of Pre-Approved training opportunities can be found on the MPCB website:** <http://mainepreventioncertification.org/approved-courses/>

Whenever possible the education/training for initial certification should be from pre-



approved sources. All workshops, in-service education, online training, or college course certificates of completion that are not pre-approved by the MPCB must be submitted with a syllabus, agenda, or description from the training as proof of its appropriateness.

**Trainings without Pre-Approval Status:** Trainings that are relevant to Alcohol, Tobacco, and Other Drug (ATOD) prevention and/or the [IC&RC Prevention Performance Domains](#) can be applied toward the education/training requirement for certification or re-certification. If these trainings are not included in the “Approved Trainings” list, the MPCB reserves the right to ask for additional information to determine the applicability of training/education for Prevention Specialist certification.

**Calculating Hours of Education:** The following will help to calculate hours of education: 1 Credit Hour/Contact Hour = 1 CEU = 1 hour of education for certification

**Documenting Education:** Education hours by discipline must be documented on the *Maine Certified Prevention Specialist Education Documentation* form in the application packet and accompanied with certificates of completion for each documented training/workshop. 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.**

**Undocumented Events:** If you do not have certificates of completion for one or more workshops, you must fill out the form titled *Education Form for Undocumented Events* included in the application materials. Your supervisor or program director must sign this form to verify that you have attended the listed workshops. Listing education on this form should be the exception in your documentation. Only 15% (18 hours for initial certification or 6 hours for recertification) of total education can be applied with 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.

### 3. IC&RC EXAMINATION REQUIREMENT

**To become a Certified Prevention Specialist, an applicant must pass a Prevention Specialist Examination administered by IC&RC.** Detailed information on the IC&RC begins on page 10. This section describes both reciprocity and the IC&RC examination requirement (in the yellow shaded box on pages 10-11).

### 4. AGREEMENT TO ABIDE BY THE CODE OF PREVENTION ETHICS

**To become a Certified Prevention Specialist, an applicant must sign an *Agreement to Abide by the Code of Ethical Standards Form*** (in the application packet).

### 5. CERTIFIED PREVENTION SPECIALIST APPLICATION FORM AND REFERENCES

The *Application Form for Certified Prevention Specialist Certification* can be found in the application packet along with the forms for documenting experience and education/training. A *References Form* with instructions is also included.



# **CERTIFICATION REQUIREMENTS for PROVISIONAL PREVENTION SPECIALIST (PPS)**

**A Provisional Prevention Specialist** receives a provisional certification in order to acquire the experience and education necessary to apply for certification as a Certified Prevention Specialist. This entry-level certification is not reciprocal with any other state or nation and does not require an examination. This certificate is good for two years. Holders of a PPS certificate will have the **OPTION TO RENEW** this status **ONE TIME** if PPS re-certification requirements are met. PPS re-certification requirements are listed below, in item #4.

## **1. EXPERIENCE REQUIREMENTS**

**There is no experience requirement for an applicant to become a Provisional Prevention Specialist.**

The only requirement is that the Provisional Prevention Specialist (PPS) applicant signs an agreement to work toward obtaining the experience needed to become a Certified Prevention Specialist (PS-C). It entails a commitment to seek the experience and education/training required for the Certified Prevention Specialist certification. Detail on the experience that the applicant will commit to acquire can be found in the description of PS-C experience requirements in the blue shaded box on page 6.

## **2. EDUCATION/TRAINING REQUIREMENTS**

**There is no minimum education/training requirement for an applicant to become a Provisional Prevention Specialist.**

The only requirement is that the Provisional Prevention Specialist (PPS) applicant signs an agreement to work toward obtaining the education/training needed to become a Certified Prevention Specialist (PS-C). Detail on the education/training that the applicant will commit to acquire can be found in the description of PS-C education/training requirements in the green shaded box on pages 7 and 8.

## **3. PROVISIONAL PREVENTION SPECIALIST (PPS) APPLICATION FORM**

The application form for Provisional Prevention Specialist certification can be found in the Provisional Prevention Specialist Application Packet.

## **4. PROVISIONAL PREVENTION SPECIALIST (PPS) RE-CERTIFICATION REQUIREMENTS *\*\*Effective March 1, 2018\*\****

As of March 1, 2018, a Provisional Prevention Specialist must have completed the following requirements in order to apply for an additional two years of Provisional Prevention Specialist status. The recertification fee for the Provisional Prevention Specialist is \$50.00 for the one renewal that is allowed. Please keep these requirements in mind as you begin to acquire the education/training and the experience needed to become a Certified Prevention Specialist.

- 31 hours (26 in-person and five (5) online) must be obtained through the Substance Abuse Prevention Specialist Training (SAPST) or MPCB-approved SAPST equivalent and six (6) hours of Prevention Ethics must be taken *within the first year of PPS certification.*
- An additional 12 hours of training in Alcohol, Tobacco and Other Drugs (ATOD) must be completed *within the first two years of PPS certification.*

# INTERNATIONAL CERTIFICATION & RECIPROCITY CONSORTIUM (IC&RC)

The International Certification and Reciprocity Consortium (IC&RC) is a leader in the development of credentialed professionals. Its mission is to establish, monitor, and advance reciprocal competency standards for credentialing of professionals engaged in prevention and treatment of substance use disorders and related problems.

**1. MEMBERSHIP** Maine is a member of the International Certification and Reciprocity Consortium (IC&RC). Membership in IC&RC allows Maine Certified Prevention Specialists to receive reciprocal certification in other IC&RC member states and countries. A list of reciprocal locations can be found at <http://www.maine prevention certification.org/states-offering-reciprocity/>

## 2. RECIPROCITY

**A. Definition** Each certifying body (including the Maine Prevention Certification Board) that belongs to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. Each IC&RC member board agrees to accept the reciprocity-eligible certification(s) of other IC&RC member boards. IC&RC member boards can offer certifications that are not reciprocity-eligible as well. In Maine, the Provisional Prevention Specialist certification is *not* reciprocal with other IC&RC member boards.

**B. To Apply for Reciprocity** Contact the Maine Prevention Certification Board for an IC&RC reciprocity application for the Certified Prevention Specialist certification. Before mailing the reciprocity application and fee to IC&RC, verify that the certification board to which you are applying offers a reciprocity-eligible Prevention Specialist certification by contacting the Maine Prevention Certification Board.

## 3. IC&RC ON-LINE EXAMINATION

### A. Examination Content

The exam consists of **150 multiple-choice questions**. The IC&RC Prevention Performance Domains addressed in the exam are as follows:

1. Planning and Evaluation
2. Prevention Education and Service Delivery
3. Communication
4. Community Organization
5. Public Policy and Environmental Change
6. Professional Growth and Responsibility

A complete description of each of the six IC&RC Prevention Performance Domains and its weight on the exam can be found on pages 12 and 13 of this manual.

### **C. References for the IC&RC Exam**

1. A complete list of references for studying for the IC&RC exam can be downloaded from the Maine Prevention Certification Board website at: <http://www.maine prevention certification.org/icrc-exam-info/>
2. The **CANDIDATE GUIDE for the IC&RC Prevention Specialists Examination**, a publication available at no cost through the Maine Prevention Certification Board website, provides a great deal of information about the exam, including information on contents, scheduling, and sample questions.
3. The **Rhode Island Prevention Specialist Certification: Study Guide for the Certification Exam** is also available for download on the MPCB website. Although this guide was specifically developed for use by those seeking certification in Rhode Island, this guide is applicable to anyone preparing for IC&RC's Prevention Specialist Exam.
4. A **Practice Exam** is available for a fee. The practice exam was developed by the IC&RC to assist candidates with examination prep and mimic the testing platform used by IC&RC.

### **D. Examination Dates**

All examinations are administered on-line at approved testing centers. They are available any time the centers are open, but must be scheduled in advance. Maine has two testing centers, in Auburn and Bangor.

### **E. Examination Registration and Fees**

After the state board has provided approval to IC&RC, applicants are given access to an online site to register for the exam. The fee for the IC&RC Prevention Specialist Examination is \$125.00. An additional charge of \$125.00 will be assessed if you are re-taking the exam.

### **F. Special Circumstances**

Individuals with disabilities who require modifications in test administration may request specific procedural changes through submission of a *Special Accommodations* form. This form can be downloaded from the Maine Prevention Board website at <http://www.maine prevention certification.org/icrc-exam-info/>.

# IC&RC PREVENTION PERFORMANCE DOMAINS

## **Domain 1: Planning and Evaluation**

### **Weight on Exam: 30%**

- 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**

### **Weight on Exam: 15%**

- 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.

## **Domain 3: Communication**

### **Weight on Exam: 13%**

- 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.

#### **Domain 4: Community Organization**

##### **Weight on Exam: 15%**

- 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**

##### **Weight on Exam: 12%**

- 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**

##### **Weight on Exam: 15%**

- 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.

# **Maine Prevention Certification Board**

## **ETHICS FOR PREVENTION PROFESSIONALS**

### **Code of Ethical Standards**

#### **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 requires:
  - 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
  - d. Willingness to maintain current and relevant knowledge through ongoing professional education

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 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.

**The required *Agreement to Abide by the Code of Prevention Ethics Form* can be found in the application packet.**

## **RECERTIFICATION REQUIREMENTS**

### **A. General Information**

1. All prevention certifications expire in the month of issuance two years from the date of certification. All continuing education for recertification must be within that two-year period.
2. Forty (40) hours of documented continuing education is required every two years for recertification. Six (6) hours must come from an approved Ethics Training.
3. The *Maine Prevention Certification Board Recertification Application* should be used when applying for recertification. This form can be found on the Maine Prevention Certification Board website at <http://www.maine prevention certification.org/downloads/>.
4. Documentation requirements for education/training are the same as those required for initial certification and can be found in the **Documenting Education** section on page 8 of this manual, as well as in the recertification section of the website. The forms are included in the PS-C Application Packet.
5. A recommitment to the Code of Ethical Standards is required. Applicants are required to resubmit a signed, copy of the *Code of Ethical Standards* form.
6. A non-refundable \$75.00 recertification fee is required at the time of each recertification.
7. Recertification applications may be submitted and the fee paid electronically. If desired, the application may be submitted in the form of a hard copy that also includes the signed Code of Ethical Standards, along with a check.

## **B. Additional Continuing Education Alternatives**

1. Up to 30% (12 hours) of the continuing education hours for recertification every two years may be met through teaching and/or training experience as detailed below:
  - Up to twelve (12) hours spent in teaching and/or training at educational events related to the Performance Domains may be applied to CEUs. If you claim hours based on time spent teaching/training others, you may claim time spent delivering a specific educational event or session only once.
  - The numbers of contact hours applicable is equal to the number of contact hours for the educational event.

## **EXPIRATION OF CERTIFICATION**

**A. Notification** Certified Prevention Specialists and Provisional Prevention Specialists will be notified by mail or email 60-90 days prior to the upcoming expiration date. This is a courtesy reminder and failure to receive this reminder does not negate the responsibility to recertify in a timely manner. It is the responsibility of the applicant to notify the Maine Prevention Certification Board of any contact information changes such as name, address, email address, and phone number during the two years of certification. A lack of communication from the applicant about such changes could delay the recertification process. Failure to recertify will result in the loss of the Prevention Certificate.

- B. Exceptions** Recertification can be applied for up to 180 days after the expiration date by:
- Meeting recertification requirements
  - Completing the recertification application
  - Paying the appropriate recertification fee
  - Paying a late fee of \$25.00

If the Certified Prevention Specialist or Provisional Prevention Specialist is successfully recertified, the new recertification date will be the same as if the recertification had occurred in a timely manner. If the Certified Prevention Specialist or Provisional Prevention Specialist fails to re-apply within 180 days after the expiration date, the Prevention Specialist must go through the original certification process. These rules are strictly enforced.

- C. Recertification Extensions** The expiration date of a prevention certification may be extended for up to 90 days under the following conditions. Applications for extensions must be made in writing on or before the certification expiration date:
- A medical condition, documented by a physician, which has severely limited normal activities for at least 30 days within the last 180 days prior to the recertification expiration date.
  - Unemployment for a period of at least 90 days within the year prior to the expiration date.
  - Time off from work due to a relative's home care needs (e.g. spouse/ partner, parent, child, grandparent, or live-in companion) for at least 30 days within the last 180 days prior to the expiration date.

## **VOLUNTARY INACTIVE STATUS**

**A. How to Qualify for Voluntary Inactive Status** The Maine Prevention Certification Board will grant inactive certification status to a Certified Prevention Specialist under the following circumstances:

- Behavior-Medical problems
- Maternity, paternity or family leave
- Education
- Military service
- Other valid reasons

Inactive certification status is intended for the Certified Prevention Specialist who is currently not working as a prevention specialist, yet plans to someday return to the prevention field.

**Instructions** Individuals desiring inactive certification status shall send a letter of request to the Maine Prevention Certification Board with:

- Current home address and telephone number
- Reason for request
- Final date of employment in the prevention field
- Anticipated date of return to employment in the prevention field
- Applicable fees.

**Fees** The following fees must be remitted in order to obtain inactive certification status and reactivation of certification:

- An enrollment fee of \$20.00 (for the first year of inactive status).
- The fee for inactive certification status is \$20.00 annually.

To maintain certification status, the fee shall be due annually on the inactive certification status expiration date. The reactivation of certification fee is the same fee as for recertification.

### **Rights, Limitations and Responsibilities**

- While on inactive certification status, an individual shall continue to receive all bulletins, newsletters and other communications from the Maine Prevention Certification Board.
- Inactive individuals are expected to subscribe to any of the aspects of the Code of Ethics that are applicable during the period of inactive certification status.
- The individual may not represent himself or herself as a Certified Prevention Specialist during the period of inactive status.
- Individuals on inactive status are not eligible for reciprocity.

The inactive individual must notify the Maine Prevention Certification Board immediately upon returning to work in the prevention field. Failure to notify the Board within thirty (30) days of returning to prevention employment will constitute a violation of the Code of Ethics and will result in referral to the Board's Ethics and Appeals Committee for investigation, in accordance with the procedures outlined in the Code of Ethics.

**Reactivation** To restore to active certification, the application for recertification must be submitted with the applicable recertification fee.

# **REVOCACTION OF CERTIFIED PREVENTION SPECIALIST OR PROVISIONAL PREVENTION SPECIALIST STATUS**

## **A. Violation of Board Provisions**

1. The practice of fraud or deceit in procuring or attempting to obtain Prevention Certification under the Maine Prevention Certification Board
2. Violation of the Code of Ethical Standards
3. Violating any provision of the Maine Prevention Certification Board or any substantive rule adopted by this Board

## **B. Revocation Hearing Procedure**

1. Specific allegations are to be made in writing to the Chairperson of the Maine Prevention Certification Board (MPCB), who will forward all information to the Revocation Hearing Committee. The allegation received shall be recorded by the MPCB and shall contain the following information:
  - a. Certified Prevention Specialist (PS-C) or Provisional Prevention Specialist (PPS) name
  - b. Name of the complaining party
  - c. Date of complaint
  - d. Brief statement of complaint
2. The MPCB will appoint a three-person Revocation Hearing Committee, consisting of certified prevention professionals. No member shall be appointed to the Revocation Hearing Committee who has a potential conflict of interest with either side. All potential conflicts of interest will be discussed prior to the appointment.
3. The PS-C or PPS will be informed in writing of any MPCB review and will be asked to provide documentation. This may include, but not be limited to:
  - a. Records pertaining to specific course offerings
  - b. Records of course offerings
  - c. Financial records pertaining to a specific course offering(s)
  - d. Documentation of faculty and their credentials
4. The PS-C or PPS has thirty (30) days to forward all requested documentation to the MPCB. A Revocation Hearing Committee meeting will be held within three (3) months. Failure to comply with said request will place the PS-C or PPS on inactive status, and the MPCB will not accept any training credits during this time.
5. The PS-C or PPS can appeal the Revocation Hearing Committee decision, in writing, to the MPCB. A final determination will be made at that time, and the PS-C or PPS may be represented at the meeting. The MPCB will hear the appeal within three (3) months of the appeal request.

## **C. Applicant Appeals**

1. When an applicant is denied certification, questions the results of the portfolio

review, questions examination results, or is subject to an action by the MPCB that he or she deems unjustified, the applicant has the right to an inquiry and appeal.

2. If an applicant deems that an action taken by the MPCB is unjustified, he or she is entitled to written summary from the MPCB that explains the reasons for the action. All correspondence will be sent certified return receipt mail, with a postmark date being the date from which the thirty (30) days shall be counted. If the applicant does not agree with the MPCB's decision, he or she may request an Appeals Hearing.
3. The applicant may appeal the decision to the MPCB within thirty (30) days of receipt of the summary, notice of denial, or any other action deemed unjustified by sending a certified letter to the Chairperson of the MPCB at the Board mailing address.

#### **D. Appeals Hearing Procedure**

1. If a request for an Appeals Hearing is submitted to the MPCB within the specified timeframe, the MPCB will appoint a three-person Appeals Hearing Committee, consisting of prevention certified professionals. No member shall be appointed to the Appeals Hearing Committee who has a potential conflict of interest with either side. All potential conflicts of interest will be discussed prior to the appointment.
2. Within twenty-one (21) days after the MPCB receives a request for an appeal, an Appeals Hearing into the facts contained in the Certification Board's decision shall be scheduled, and the Chairperson of the MPCB shall send by certified mail a notice of the Appeals Hearing to the complainant. The Appeals Hearing shall be scheduled no less than twenty-one (21) days and no more than ninety (90) days from the date of the Appeals Hearing notice.
3. The notice of the Appeals Hearing shall advise the complainant of the following:
  - a. The date, time, and the location of the Appeals Hearing and the identity of the Appeals Hearing Committee members.
  - b. At the complainant's own expense, the complainant may be represented by Counsel at the Appeals Hearing.
  - c. The MPCB's representatives shall present evidence in support of its recommendation at the Appeals Hearing. Such evidence shall be limited to the issues contained in the summary issued to the complainant prior to the appeals process.
  - d. The complainant may present and rebut evidence and present and cross-examine witnesses.
  - e. The Appeals Hearing Committee shall not be bound by common law or statutory rules of evidence, and the Appeals Hearing Committee may consider all evidence having reasonable probative value. The Appeals Hearing Committee will base its decision upon the evidence presented at the Hearing.
  - f. Any request by the complainant for postponement of the Appeals Hearing must be immediately served in writing to the Chairperson of the MPCB. The decision to grant or deny such request is discretionary with the MPCB.
  - g. There shall be no contact prior to the Appeals Hearing between the complainant and any MPCB members for the purpose of discussing in any way the Certification Board's decision, or the appeal.

- h.** The Appeals Hearing shall be closed to the public.
- 4.** Failure of the complainant to attend the Appeals Hearing shall be deemed a waiver of the appeal. In such cases, the Appeals Hearing will be dismissed and the decision of the MPCB shall take immediate effect. A one-time option to reschedule the Appeals Hearing is available to the complainant if unable to attend originally scheduled Appeals Hearing.
- 5.** Within twenty-one (21) days after the completion of the Appeals Hearing, the Appeals Hearing Committee shall prepare a written decision containing Findings of Fact and a Conclusion. The Board of Directors shall mail a copy of the decision to the complainant by certified mail. The decision of the Appeals Hearing Committee shall be deemed that of the MPCB, shall be effective upon issuance or at such date as the Appeals Hearing Committee shall specify, and shall be final, without further action by the MPCB.
- 6.** At any time prior to the issuance of the Appeals Hearing Committee's written decision, the complainant and the MPCB, acting through its representative, may enter into a consent order. Such consent order shall state the nature of the complaint and the details of the agreement and shall supersede any prior decision in the case.

## GLOSSARY OF TERMS

**Alcohol and Drug Specific:** The history, uses, trends and pharmacology of stimulants, depressants, psychotherapeutic drugs, alcohol, tobacco and various other substances as well as the psychological, biological and social aspects of substance abuse. Also includes appropriate intervention for preventing/treating substance abuse in special populations.

**ATOD:** Alcohol, Tobacco and Other Drugs

**CEU:** A “continuing education unit;” is synonymous with “clock hour.”

**Clock Hour:** Sixty minutes of participation in an organized learning experience.

**Continuing Education:** The variety of forms of learning experiences including, but not limited to, lectures, conferences, academic studies, institutes, workshops, extension studies, and home study programs undertaken by applicants.

**CSAP:** Center for Substance Abuse Prevention

**Distance Learning:** Education that is obtained via internet, home study programs, videos, or other means in which the Certified Prevention Specialist/Provisional Prevention Specialist works independently from an instructor and classroom.

**Education:** Formal, structured instruction in the form of workshops, seminars, institutes, in- service training, college/university credit courses, and Prevention Certification Board approved distance education.

**Employment Experience:** The actual work involving performance of the five Prevention Performance Domains of the Certified Prevention Specialist/Provisional Prevention Specialist. In addition to full-time employment, this may include a practicum, internship, or part-time prevention.

**Maine Prevention Certification Board Approved:** When a sponsor submits workshop materials to the (Maine board) demonstrating that a workshop has relevant content and requesting CEUs for all participants.

**In-Service Training:** The education and training which occurs within the applicant’s agency, only for agency staff and conducted only by agency staff.

**Performance Domain:** These domains outline the knowledge and skills a Certified Prevention Specialist /Provisional Prevention Specialist needs to perform their job successfully.

**Prevention Ethics:** Moral and ethical conduct as described in the (Maine board) Code of Ethics. Ethics courses are offered specifically for Certified Prevention Specialists/Provisional Prevention Specialists and must be (Maine board)-approved.

**Professional Responsibility:** Participation in appropriate training, educational opportunities and current literature review that allows one to provide effective prevention services.

**Racial/Ethnic:** Covers training including, but not limited to, the following categories: American Indian/Alaskan Native, Asian, African American, Native Hawaiian/Pacific Islander, and Hispanic/Latino.

**Recipient:** Any person who seeks or receives the services of a Certified Prevention Specialist/Provisional Prevention Specialist.

**Reciprocity:** A mutual or cooperative interchange of certification standards among IC&RC member boards.

**Research/Science Based:** A program that has met identified criteria and has been subject to rigorous evaluation that has proven its effectiveness.

**Special Populations:** Substance abuse training in working with recipients from various populations who are unique in their needs. The groups that are protected from discrimination (such as age, race, creed, gender, economic status) as well as sexual orientation and the criminal justice population will be considered Special Populations.

**Substance Abuse:** An addiction or dependency, either physical or psychological, to a chemical substance.



# Maine Prevention Certification Board

## Application Checklist

*(Included here as a summary of what is in the Application Packet)*

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>	
	<b>Applicant</b>	<b>Certification Use Only</b>

**This checklist should be the second document in your application packet.** This 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.

## FEE SCHEDULE

Type of Fee	Amount	Timing
<b>Initial Application Fee for Certified Prevention Specialist (PS-C) (for 2 years)</b>	<b>\$150.00</b>	Pay at time of initial application
<b>IC&amp;RC Examination Fee</b>	<b>\$125.00</b>	Pay when you have signed up for the exam. Applicants who do not pass the exam on the initial attempt will pay an additional \$125.00 to re-take the exam within 6 months of the initial exam date.
<b>Incomplete Application Fee for PS-C</b>	<b>\$25.00</b>	Pay at time of submission of missing information
<b>Recertification Fee for PS-C (for 2 years)</b>	<b>\$75.00</b>	Pay every 2 years, with submission of recertification application
<b>Late fee for Recertification</b>	<b>\$25.00</b>	Pay at time of recertification application
<b>Voluntary Inactive Status Fee for PS-C</b>	<b>\$20.00 per year</b>	Pay at time of application for inactive status and each year thereafter – as long as inactive status is maintained
<b>Reinstatement from Inactive Status Fee for PS-C</b>	<b>\$20.00</b>	This fee “resumes the clock,” allowing you to pick up your prior certification with the same number of months left before recertification as you had before becoming inactive.
<b>Initial Application Fee for Provisional Prevention Specialist (PPS)</b>	<b>\$50.00</b>	Pay at time of initial application
<b>Recertification Fee for PPS (for 2 years)</b>	<b>\$50.00</b>	Pay at time of recertification application; you can reapply only once.

**Note:** Fees subject to change with MPCB approval; be sure to check the website (<http://www.maine prevention certification.org>) for most current fees.