

New Hampshire Prevention Certification Board

Application for Advanced Certified Prevention Specialist (ACPS)

Initial Certification

*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: _____

Email: _____ Work Phone: _____

Program/Business Name: _____

Program/Business Address: _____

City/State/Zip: _____

Once certified, the Prevention Certification Board of New Hampshire will post your name on our website and will share your name and email address with partner organizations upon request. If you do not want your name shared in this manner, please check here:

Section 2: Fees Enclosed

Advanced Certified Prevention Specialist Fee* **\$175.00** _____
(* Includes IC&RC reciprocal level CPS recertification)

Late Fee (1-180 days after CPS Expiration): **\$50.00** _____

Total Enclosed: _____

Section 3: Signature Requirement

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

Applicant's Signature

Date

ACPS initial certification fee is **\$175** for two years and includes IC&RC reciprocal level recertification and is non-refundable. All application materials may be emailed to: nhpreventcert@gmail.com with the exception of the original signed, notarized Code of Ethics which should be mailed to the address below. Payment can be made online through PayPal by selecting the ACPS application fee link at www.nhpreventcert.org/testing/. Alternatively, mail application with check or money order made payable to New Hampshire Prevention Certification Board. Completed application packets with payment can be mailed to:

*The New Hampshire Prevention Certification Board
c/o Community Health Institute, 501 S. Street, 2nd Floor, Bow, NH 03304*

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ACPS Portfolio Review Checklist

Applicant's Name: _____

	Applicant	Certification Staff Use Only
Reciprocal Level Certification Status		
Is ACPS candidate currently a CPS in good standing?		
Date of Last Certification		
APPLICATION- one original		
Completed and Signed		
Documentation of Name Change (if required)		
Documentation of Experience		
Supervisory Sign Off Form Completed (Initial ACPS only)		
Letters of Recommendation (3 for initial ACPS only)		
EDUCATION DOCUMENTATION (p. 4-5, example on p. 3)		
Completed Education Documentation Form (s)		
Completed Education Form for Undocumented Events (if applicable-12 hours maximum undocumented)		
ETHICAL STANDARDS (p. 6-8)		
Code of Ethical Standards Signed and Notarized		

This checklist should be the second document in your application packet. This checklist provides a location for you to record compliance with Advanced CPS criteria, and a location for NH Prevention Certification Board staff to record the outcome for their review of the documents you have submitted.

CEUs should be focused on leadership and management topics in behavioral health. Relevant topics* may include (but not limited to):

- Fundraising/Grant Writing
- Workforce Development
- Program Development
- Supervision
- Human Resources
- Leadership Development
- Budget/Finance
- Mentoring
- Advanced Prevention Ethics
- Sustainability
- Research and Evaluation Design

*If the relevancy of the workshop is not clear from the title or certificate, please include a short description or syllabus from the training with your application. Certificates must include dates and total hours in order to be accepted.

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Advanced CPS Documentation of Experience Form

*In cases where an applicant has had experience at more than one site/employer,
a separate form should be filled out for each location of experience.*

Advanced Certified Prevention Specialists are required to have **4,000 hours** of work experience as a CPS.
NOTE: Volunteer experience may count for 50% of total experience (2000 hours).

Section 1: Applicant Information

Name: _____

Section 2: Program Information

Program Name: _____

Program Address: _____

City/State/Zip: _____

Daytime Phone Number: _____

Section 3: Documentation of Experience

Please attach a copy of the applicant's job description.

Applicant's Position: _____

Start Date: _____ End Date: _____

Total hours worked as CPS: _____

Section 4: Signature Requirement

By signing below, I attest that the applicant named in Section I worked as a prevention professional at this program providing prevention services, and I endorse this candidate for certification.

Signature of Supervisor or Program Director/Email

Date

The Program Director or Supervisor of the program in which the experience was gained should sign this form. If the experience was in several programs, each of them should complete copies of this form.

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Documentation of Education Form

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and online/distance education. Specific hour minimum requirements are detailed in the chart below.

Please use the chart below to document your education hours. This page can be copied to allow for more entries.

*Total training hours must equal 42 hours for Advanced CPS which includes 6 hours of ethics in prevention or related behavioral health field.

Date	Training/Workshop Title	Leadership and Management	Prevention Ethics*	Total Training Time**
	Minimum hours required	36	6	42
	Total for this page			
	Total for all pages			

** Total training in this column must equal 42 hours for ACPS

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Education Form for Undocumented Events

This form is to be used to verify undocumented education. If you do not have certificates for one or more workshops, you must fill out this form and have your supervisor or program director sign the bottom to verify that you have attended these workshops. *Only 12 hours of total education can be applied with this form.* PREVENTION ETHICS TRAINING MUST BE DOCUMENTED, AND MAY NOT BE LISTED ON 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. Further detail about education documentation is included on pages 5-6 of the Prevention Certification Manual.

Applicant's Name: _____

Date(s)	Title and Sponsor of Education	Hours

By signing below, I attest that the above applicant has attended the workshops and in-service trainings listed on this page.

Signature of Supervisor or Program Director

Date

Code of Ethical Standards

This copy of the Code of Ethical Standards must be signed, notarized 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 Certification Manual and should be kept for your records.

A. 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.

B. 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.

C. Principle 3: Professional Competence

1. The Certified Prevention Specialist shall provide competent, professional service to all in keeping with the State of New Hampshire 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
 - d) Service, and
 - e) 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.

D. Principle 4: Professional Standards

The Certified Prevention Specialist (CPS) shall maintain the highest professional standards and:

- a) Shall not claim either directly or by implication, professional knowledge, qualifications or affiliations that the CPS 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 New Hampshire 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 or to support colleague in need of treatment services.
- 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.

E. 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 conduct training in prevention must indicate to audience the requisite training/qualifications required to properly implement the material, program, or techniques presented/taught in training.

F. 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.

G. Principle 7: Recipient Welfare

The Certified Prevention Specialist shall maintain objectivity, integrity, and the highest professional standards in:

- a) Delivering prevention services
- b) Providing supportive environment
- c) Protecting the welfare and upholding the best interest of both individual recipients the public
- d) Maintaining an objective, non-possessive relationship with those they serve and not exploiting them sexually, financially, or emotionally.
- e) Maintaining an ability and willingness to make appropriate referrals.

H. Principle 8: Confidentiality

The Certified Prevention Specialist has the responsibility to be aware of and in compliance with all applicable state and federal guideline, regulations, statutes and agency policies, i.e.

- a) Notification of recipient rights
- b) Reporting child abuse and neglect
- c) Reporting misconduct by individuals or agencies
- d) Maintaining client confidentiality and safeguarding from disclosure confidential information acquired during service delivery.

I. Principle 9: Professional Integrity

The Certified Prevention Specialist should:

- a) Never knowingly make false statement 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.

J. 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 and 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.

K. Principle 11: Societal Obligations

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.

L. Principle 12: Professional Obligations

In addition to adhering to the obligations stated above, the CPS should strive to maintain and promote the integrity of certification within the State of New Hampshire, 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 New Hampshire.

Signature

Print Name

Date

Signature of Notary Public

The above candidate, in the presence of a Notary Public/Justice of the Peace, must sign this form. The Notary should sign below and affix seal.

Signature

Print Name

Date Commission Expires

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Recommendation Form for Advanced Certified Prevention Specialist- Page 1

Name of Applicant: _____

This is a recommendation from (please select one): **Peer** **Supervisor** **Other**_____

I hereby waive any right to examine this letter of recommendation. I realize that the NH Prevention Certification Board will utilize this recommendation only in conjunction with consideration of Prevention Certification.

I agree to the above waiver:

I do not agree to the above waiver:

Signature of Applicant

Date

Signature of Applicant

Date

Dear Prevention Colleague:

Your cooperation in providing a candid evaluation of the above named applicant's ability to perform as an Advanced Prevention Specialist will be appreciated. If the applicant has agreed to the above waiver, the Prevention Certification board will hold the letter confidential. When you have completed this form, please sign and return the original to the New Hampshire Prevention Certification Board. *Please attach additional pages as needed to complete any narrative questions.*

1. How long have you known the applicant and in what capacity?

2. In comparison with others with whom you have worked, please rate the applicant in the following areas:

	Unable to Judge	Below Average	Average	Above Average	Outstanding
Collaboration on Prevention Planning and Implementation	_____	_____	_____	_____	_____
Regional and/or State-Level Prevention Work	_____	_____	_____	_____	_____
Prevention Advocacy	_____	_____	_____	_____	_____
Staff/Volunteer Management	_____	_____	_____	_____	_____

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Recommendation Form – Page 2

3. Please share any further observations you may have regarding candidate’s work in leadership roles in prevention:

4. Please check the category below that most accurately summarizes your recommendation of this candidate as an Advanced Certified Prevention Specialist:

Highly recommended

Recommended

Not recommended

Signature _____ Date _____

Name: _____ Position: _____

Organization/Institution: _____

Address: _____

Telephone Number: _____

Email Address: _____

DO NOT RETURN TO CANDIDATE

Please return both pages of recommendation to:

nhpreventcert@gmail.com

or mail to:

The New Hampshire Prevention Certification Board, c/o Community Health Institute, 501 S. Street, 2nd Floor, Bow, NH 03304