

NH Prevention Certification Board CEU Pre-Approval Application

- ❖ CEU applications are reviewed monthly - please submit applications as early as possible, preferably two months prior to when the event is scheduled.
- ❖ CEU's may be applied for post-event, but CEU's should not be guaranteed to participants prior to NHPCB approval.
- ❖ If applying for CEU's for a conference, please identify the domain(s) for each workshop for which you are applying.
- ❖ CEU's may be applied for if the date of the training is not yet determined.
- ❖ If a training previously approved has changed in any way (including content, trainers, duration, etc.) the CEU approval no longer applies. CEU's must be reapplied for with an updated application.

Step 1: APPLICANT INFORMATION:

Agency:	
Contact Person:	
Address:	
Phone:	
Email Address:	

Step 2: TRAINING INFORMATION: (All presentations must be 1 or more hours in length)

Training Title

Date of Training (see below)

Training Location

Brief Description:

Objectives:

Knowledge:

Attitudes:

Skills:

Format: Workshop In-Service Academic Course Conference Webinar

Registration Fees:

Step 3: INSTRUCTIONAL HOURS: (whole or half hours only)

Fill in exact schedule and total of only instructional hours (exclude registration, lunch, breaks, etc.) on the following grid. See example below for assistance.

Time Each Session	# of Days	Instruction Hours
Begins Ends		
Begins Ends		
Begins Ends		
Begins Ends		
Begins Ends		
Total Instructional Hours:		

Example

Time Each Session	#of Days	Instruction Hours
Begins 8:45am Ends 10:15am	1	1.5
Begins 10:30am Ends 12:00am	1	1.5
Begins 1:00am Ends 2:30am	1	1.5
Begins 2:45pm Ends 4:15pm	1	1.5
Total Instructional Hours:		6

Step 4: INSTRUCTOR/TRAINING INFORMATION:

Name(s): _____

Include trainer(s) resume with emailed or mailed application.

Step 5a: EDUCATIONAL DOMAINS:

Educational Domain(s) covered in the Training: *Check all that apply*

Planning & Evaluation Prevention Education & Service Delivery

Communication Community Organization Ethics

Public Policy & Environmental Change Professional Growth & Responsibility

Step 5b: ASSOCIATED ACTIVITIES FOR YOUR SELECTED DOMAIN(S)

For each domain checked in Step 5a, check any associated activities listed below under that domain that apply to this workshop/conference. Trainings do NOT have to cover *all* associated activities within a domain to qualify for CEUs in that domain.

Domain 1: Planning and Evaluation

Associated Activities:

- 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

Associated Activities:

- 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

Associated Activities:

- 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

Associated Activities:

- 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

Associated Activities:

- 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

Associated Activities:

- Demonstrate knowledge of current prevention theory and practice.
- Adhere to all legal, professional, and ethical principles.
- Demonstrate cultural responsiveness as a prevention professional.
- Demonstrate self-care consistent with prevention messages.
- Recognize importance of participation in professional associations locally, statewide, and nationally.
- Demonstrate responsible and ethical use of public and private funds.
- Advocate for health promotion across the life span.
- Advocate for healthy and safe communities.
- Demonstrate knowledge of current issues of addiction.
- Demonstrate knowledge of current issues of mental, emotional, and behavioral health.

Ethics:

Included topics:

- Focus on prevention ethics and prevention Code of Ethical Standards
- Discussion of an ethical decision-making model
- Definition of “ethics”
- How to report ethical violations
- Ethical dilemmas discussion, e.g. exploring case studies

Step 6: APPLICATION SUBMISSION:

Please submit:

- This completed application
- Resume(s) of trainer (s)
- Training evaluation form

Submit electronically: nhpreventcert@gmail.com

Submit by mail:

NH Prevention Certification Board
c/o Community Health Institute
501 South St., 2nd Floor
Bow, NH 03304
ATTN: CEU APPROVAL

NH Transition from Disciplines to Domains

As NH transitions to a Prevention Specialist certification process that more closely aligns with other states' and countries' requirements, we encourage trainers to examine their past trainings with the above domains checklist to discover how their prior disciplines-based CEU approval translates to the domains-based CEU structure. The following table provides examples of how a training might translate from disciplines into domains. *This is NOT an exhaustive list, so please refer to the checklists of the 6 domains above to find the domain(s) most applicable to your specific training topic(s).*

Training Topic	Old Discipline-based CEUs	Possible New Domain-based CEUs
Understanding Gang Culture & Violence	Cultural Competency Violence Prevention	1-Planning & Evaluation 4-Community Organization 6-Professional Growth & Responsibility
Environmental Strategies	Prevention Practice & Theory	2-Prevention Education & Service Delivery 5-Public Policy & Environmental Change
Suicide Postvention	Prevention Practice & Theory Suicide Prevention	3-Communication 6-Professional Growth & Responsibility
The Addictive Family	ATOD Cultural Competency	4-Community Organization 6-Professional Growth & Responsibility
HIV for Substance Abuse Professionals	HIV	6-Professional Growth & Responsibility
Substance Abuse Prevention Skills Training (SAPST)	Prevention Practice & Theory	1-Planning & Evaluation 2-Prevention Education & Service Delivery 4-Community Organization 5-Public Policy & Environmental Change
Prevention Ethics	Ethics	Ethics