The Prevention Certification Board
OF NEW HAMPSHIRE

Prevention Certification Manual

Certified Prevention Specialist (CPS)

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Introduction: Prevention Certification

Prevention is defined as a proactive process which empowers individuals and systems to meet the challenges of life events and transitions by creating and reinforcing healthy behavior and lifestyles and by reducing risks contributing to alcohol, tobacco and other drug misuse and other related issues.

Alcohol, Tobacco, and Other Drug (ATOD) Abuse Prevention Certification has been established in the State of New Hampshire to provide for consumer protection, promote public confidence, promote professional growth and development, and to provide an internationally recognized professional credential for prevention practitioners.

The purpose of prevention certification is to recognize and ensure that substance abuse prevention practitioners meet competency standards established by the International Certification Reciprocity Consortium (IC&RC) and the Prevention Certification Board of NH.

This application manual details the requirements and procedures for becoming a Certified Prevention Specialist (CPS). Application materials are available for download at the Prevention Certification Board of NH website at nhpreventcert.org/certifications.

The CPS certification is a beginning-level certification. Procurement of advanced certifications adopted by the Prevention Certification Board of NH in the future will require candidates to possess a CPS. Those seeking certification who do not have extensive experience in the field of ATOD prevention should continue to aspire to fulfill the requirements to work towards certification.

Recertification for the Prevention Specialist 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. Recertification materials are also available for download at the Prevention Certification Board of NH website at nhpreventcert.org/certifications.

Experience and education required for certification is based on the six IC&RC Prevention Performance Domains:

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

Questions about the certification process should be directed to nhpreventcert@gmail.com.

Application Process

The application process for the Certified Prevention Specialist has two primary steps:

1. Submission of a Complete Application: Experience, education, supervised practical experience, and adherence to the Code of Ethical Standards must be documented using the forms provided in the Application (available for download online at nhpreventcert.org/certifications).
   - ✔ One original application must be submitted to the Prevention Certification Board of NH. The application can be submitted prior to taking the IC&RC Prevention Specialist Exam and up to six months after taking the exam. Applications may be submitted electronically; however, a hard copy of the Code of Ethics and signed application form must be submitted to the Prevention Certification Board of NH with payment prior to the start of the review process.
   - ✔ A non-refundable $350 certification fee is required at the time of application or when scheduling the exam. The certification fee includes IC&RC reciprocity and examination fee. Applicants who do not pass the IC&RC exam on the initial attempt will be charged $125 to re-take the exam within 6 months of the initial exam date. If you do not submit your application within 6 months of taking and passing the exam, you will need to re-take the exam and will be charged $350 to do so. Insufficient applications will be returned for completion and a $25 fee may be assessed for each subsequent review.

2. Successful completion of the IC&RC Prevention Specialist Exam: The IC&RC exam is offered throughout the year at IC&RC approved designated testing sites in NH and other states. Information regarding submitting an exam application and taking the exam is posted on the Prevention Certification Board of NH website at nhpreventcert.org/certifications/ic-rc-exam/.
   - ✔ Regardless of when the exam is taken, your certification is not effective until your application is submitted and approved by the Peer Review Committee.
   - ✔ Certification dates are recorded based on the completion and approval of applications and passage of the IC&RC exam.

Certification and Application Requirements

Certification requirements vary depending on whether or not the candidate holds a minimum of a Bachelor's degree. This section includes details about the experience and educational requirements for both candidates with a Bachelor's degree or higher, and for those who do not currently hold a Bachelor's degree. In addition to the requirements included below, candidates who hold a Bachelor's degree or higher *must submit a transcript copy with their application*.

1. Experience Requirement

Candidates with a Bachelor's degree or higher must have **2,000 documented hours** of ATOD prevention-related experience in the IC&RC Prevention Performance Domains. Of those 2,000 documented hours, a minimum of **120 hours of supervision** is required. Of the 120 supervised hours, a minimum of 10 hours is required in *each of the six Prevention Performance Domains* (see page 12 for domain definitions).

For candidates who do not hold a Bachelor's degree, additional hours are required as follows. **Candidates without a Bachelor's degree** must have an additional 2,000 hours of documented experience, for a total of **4,000 documented hours**. In addition, it is required that candidates without a Bachelor's degree document an additional 120 supervised hours, for a total of **240 hours of supervision**. Of the 240 supervised hours, a minimum of **20 hours** is required in *each of the six Prevention Performance Domains* (see page 12 for domain definitions).

	Experience Requirement	
	Bachelor's Degree or Higher	Without a Bachelor's Degree
Total Hours	**2,000 hours**	**4,000 hours**
Supervised Hours *(included in Total Hours)*	120 hours	240 hours
IC&RC Domains *(included in Supervised Hours)*	10 hours/domain	20 hours/domain

Experience Defined/Types of Experience:

- Experience may be on either a paid or voluntary basis, with no more than 50% being voluntary.
- Experience and supervision must be gained from a position in which the primary job description includes substance abuse prevention (see page 1 for prevention definition).

Calculating Hours of Experience:
Hours of experience are based on actual time worked 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 materials. Please complete a separate form for each position/supervisor. Although not required, it is highly recommended that the supervisor be a CPS.

2. Education Requirement

Candidates with a Bachelor's degree or higher must have a total of **120 hours** of documented education, with a minimum of 6 hours required in each of the domains specified below (see page 12 for educational domain definitions). **At least 50 hours of education must be ATOD-specific. All education hours must have been completed within the past five years.**

For candidates who do not hold a Bachelor's degree, additional hours are required as follows. **Candidates without a Bachelor's degree** must have an additional 120 hours of documented education, for a total of **240 documented hours**. Hourly requirements for the defined educational domains are consistent with the requirements for candidates who hold a degree; the additional 120 hours can be spread out across the defined domains.

	Education Requirement		
	Bachelor's Degree or Higher in Related Field* AND 1+ Years of Prevention Work Experience (2,000+ hours)	Bachelor's Degree or Higher in Unrelated Field AND 1 - 4 Years of Prevention Work Experience (2,000 - 7,999 hours)	Bachelor's Degree or Higher in Unrelated Field AND 4+ Years of Prevention Work Experience (8,000+ hours)
Total Hours	120 hours**	180 hours**	120 hours**
Minimum hours by Domain (included in Total Hours)			
Planning and Evaluation	6 hours	6 hours	6 hours
Prevention Education and Service Delivery	6 hours	6 hours	6 hours
Communication	6 hours	6 hours	6 hours
Community Organization	6 hours	6 hours	6 hours
Public Policy-Environmental Change	6 hours	6 hours	6 hours
Professional Growth and Responsibility	6 hours	6 hours	6 hours
Prevention Ethics Training***	6 hours	6 hours	6 hours
Additional Hours Across Domains	78 hours	138 hours	78 hours

* Related fields include but are not limited to Prevention, Mental Health, Education, Social Work, Human Services, Public Health, Psychology, Sociology
** At least 50 hours of education must be ATOD-specific
*** Prevention Ethics Training must have been completed within 1 year prior to application submission

	Education Requirement		
	Associate's Degree/High School Diploma/GED AND 2 - 4 Years of Prevention Work Experience (4,000 - 7,999 hours)	Associate's Degree/High School Diploma/GED AND 4 - 6 Years of Prevention Work Experience (8,000 - 11,999 hours)	Associate's Degree/High School Diploma/GED AND 6+ Years of Prevention Work Experience (12,000+ hours)
Total Hours	240 hours*	180 hours*	120 hours*
Minimum hours by Domain (included in Total Hours)			
Planning and Evaluation	6 hours	6 hours	6 hours
Prevention Education and Service Delivery	6 hours	6 hours	6 hours
Communication	6 hours	6 hours	6 hours
Community Organization	6 hours	6 hours	6 hours
Public Policy-Environmental Change	6 hours	6 hours	6 hours
Professional Growth and Responsibility	6 hours	6 hours	6 hours
Prevention Ethics Training**	6 hours	6 hours	6 hours
Additional Hours Across Domains	198 hours	138 hours	78 hours

* At least 50 hours of education must be ATOD-specific
** Prevention Ethics Training must have been completed within 1 year prior to application submission

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 Prevention Certification Board-approved distance education. Details about the various types of approved education are included below:

- **Courses or Continuing Education Units from an accredited college or university:** In order to submit undergraduate or graduate coursework for credit towards the required hours, any Bachelor's degree or higher level courses *must have been completed within 5* years prior to application submission. For candidates who hold a bachelor's degree or higher, no more than 40 classroom hours can be applied toward the education requirement. For candidates who do not hold a bachelor's degree, no more than 80 classroom hours can be applied toward education requirements.

- **IC&RC Approved:** Education approved by an IC&RC member board can be applied toward the education requirement.

- **Online Trainings and Webinars:** CAPT online trainings or other approved online trainings listed on the Prevention Certification Board of NH website can be applied toward the education requirement. A list of available trainings can be found in the Learning Opportunities section of the Prevention Certification Board of NH website at: https://nhpreventcert.org/announcements-and-events/events-training-opportunities/

- **State Sponsored Education:** Education sponsored by State of New Hampshire Departments, such as the NH Training Institute, which is relevant to the IC&RC Prevention Educational Domains, can be applied toward the education requirement.

- **Substance Abuse Coordinating Agencies Sponsored Education:** Education sponsored by Substance Abuse Coordinating Agencies, such as community mental health and human service organizations, which is relevant to the IC&RC Prevention Performance Domains, can be applied toward the education requirement.

All workshops, in service education, on-line training, or college course certificates of completion that are not pre-approved by an IC&RC member board must be submitted with a syllabus, agenda, or workshop description from the training as proof of its appropriateness for the domain chosen.

Calculating Hours of Education:
The following equivalents will help you to calculate hours of education:

- 1 Credit Hour/Contact Hour = 1 CEU = 1 hour of education for certification

Documenting Education:

- Education hours by domain must be documented on the *Documentation of Education Form*
  included in the application.
- 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 30% (36 hours for candidates who hold a Bachelor's degree, 72 hours for candidates who do not hold a Bachelor's degree) 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.

3. Code of Ethical Standards

A notarized signature is required acknowledging the willingness to follow the Prevention Certification Board of NH Code of Ethical Standards. The *Code of Ethical Standards* is included in the application. Notarization can be from an in-person notary, or using e-notary for an electronic notarization. A list of approved e-notaries can be found here: sos.nh.gov/administration/electronic-and-remote-notarization/.

4. Narrative: Experience in the Performance Domains

In order to allow reviewers to better learn about your experience in prevention, please complete a narrative providing detailed examples of your prevention work in each of the Performance Domains. Limit your narrative to two to three pages.

5. Recommendations

Applicants need 3 recommendations and therefore must make 3 copies of the Recommendation Form (page 12 of Bachelors or higher application; or page 12 of non-Bachelors application), one for each recommendation. Each individual completing a recommendation must mail a hard copy of the completed form to the Prevention Certification Board of New Hampshire.

6. Passing the IC&RC Prevention Specialist Written Examination

Information about the IC&RC exam is included in the section titled IC&RC, which begins on page 19.

7. Residence

Applicants must live or work at least 51% of the time in the state of New Hampshire.

The Prevention Certification Board of NH may certify those outside their jurisdiction ONLY if the Board in the candidate's jurisdiction does not offer the particular credential the candidate is seeking. For example, we may certify those living in states near us who do not currently offer the CPS credential.

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. 34 hours of continuing education in the six domains is required every two years for recertification, and an additional 6 hours from an approved Ethics training is required, for a total of 40 hours of CEUs for recertification. Recertification ethics trainings can include any ATOD- related ethics workshops.
3. The *Prevention Certification Board of NH Recertification Application* should be used when applying for recertification. This form can be found on the Prevention Certification Board of NH website at www.nhpreventcert.org/certifications/.
4. All workshops, in service education, on-line training, or college course certificates of completion that are not pre-approved by an IC & RC member board must be submitted with a syllabus, agenda, or workshop description from the training as proof of its appropriateness for the domain chosen.
5. If you do not have certificates of completion for any workshops, you must fill out the *Education Form for Undocumented Events* found in the application and have your supervisor or program director sign the form to verify that you have attended the listed workshops. Listing education on this form should be the exception in your documentation. Only 30% (12 hours) of total education can be applied with this form. 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-services.
6. A recommitment to the Code of Ethical Standards is required. Applicants are required to resubmit a signed, notarized copy of the *Code of Ethical Standards*.
7. A non-refundable $100.00 recertification fee is required at the time of each recertification.
8. The Certified Prevention Specialist Certificates may be renewed as often as needed.

B. Alternatives to Continuing Education Requirement for Recertification

1. Up to 30% (12 hours) of the continuing education hours for recertification may be met through teaching and/or training experience as detailed below:

    a) Up to 12 hours spent in teaching and/or training at educational events related to the performance domains may be applied to CEU's.
    b) 12 hours is the *maximum allowance of hours* from teaching/training that may be used during the two year period for recertification.
    c) The number of contact hours applicable is equal to the number of contact hours for the educational event.

Expiration of Certification

A. Notification

1. Certified 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.
2. Failure to recertify will result in the loss of the Prevention Certificate.

B. Exceptions

1. Recertification can be applied for up to 180 days after the expiration date by:
   a) Meeting recertification requirements,
   b) Completing the recertification application,
   c) Paying the appropriate recertification fee, and
   d) Paying a late fee of $50.00.
2. If the Prevention Specialist is successfully recertified, the new recertification date will be the same as if the recertification had occurred in a timely manner.
3. If the application for recertification is made within 180 days after the expiration date, the following requirements must be met:
   a) Meeting recertification requirements,
   b) Completing recertification application,
   c) Signing and notarizing a copy of the Code of Ethical Standards,
   d) Paying the appropriate recertification fee of $100.00,
   e) Paying a late fee of $50.00, and
   f) Documenting the completion of 40 additional hours of continuing education in the domains since the beginning of the last certification period.
4. If the Prevention Specialist fails to re-apply within 180 days after the expiration date, the Prevention Specialist must go through the initial certification process.

C. Recertification Extensions

1. The expiration date of a Prevention Certification may be extended for up to 90 days under the following conditions:
   a) 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.
   b) Unemployment for a period of at least 90 days within the year prior to the expiration date.
   c) Time off from work due to a relative's home care needs (e.g. spouse, parent, child, grandparent, or live-in companion) for at least 30 days within the last 180 days prior to the expiration date.
2. Application for extensions must be made in writing on or before the certification expiration date.

Additional Information

IC&RC Prevention Performance Domains Defined

Domain 1: Planning and Evaluation
Weight on Exam: 30%
Associated Tasks:

- 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%
Associated Tasks:

- 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%
Associated Tasks:
- 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%
Associated Tasks:
- 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%
Associated Tasks:
- 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%
Associated Tasks:

- 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: Must be specific to Prevention Ethics and based on the Code of Ethical Standards for the initial certification. Recertification ethics training can include any ATOD-related ethics workshops.

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 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.

Principle 4: Professional Standards

1. 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 Prevention Certification Board of NH.
   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 colleagues 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.

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 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

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 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

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

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 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.

International Certification Reciprocity Consortium (IC&RC)

1. Membership

A. New Hampshire has membership in the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC). The IC&RC's membership currently exceeds 40 states, the U.S. Military, Indian Health Services, Canada, Sweden, Germany, Bermuda, and the District of Columbia.

B. Membership in the IC&RC allows New Hampshire Certified Prevention Specialists to receive reciprocal certification in other IC&RC member states and countries.

2. Reciprocity

A. Definition

a) Each certifying body (including the Prevention Certification Board of NH) belonging to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. For example, if an IC&RC member board offers a reciprocity-eligible Prevention Certification, the IC&RC's minimum standards for Prevention Certification must be used. However, every member board does not have to offer reciprocity-eligible certification established by the IC&RC.

b) Each IC&RC member certifying body agrees to accept the reciprocity-eligible certification(s) of other members if an equivalent certification is offered.

c) The IC&RC has established minimum standards for Prevention Certification. These minimum standards are for the Certified Prevention Specialist. However, not all IC&RC members have developed a reciprocity-eligible Prevention Certification.

B. Applying for Reciprocity

a) Contact the Prevention Certification Board of NH for an IC&RC reciprocity application for Prevention Certification.

b) Before mailing the reciprocity application and fee to IC&RC, verify that the new certification board offers a reciprocity-eligible Prevention Certification by contacting the Prevention Certification Board of NH.

3. IC&RC Written Examination

A. Examination Content

a) The exam has 150 multiple-choice questions. The major Performance Domains addressed in the exam are:

- Planning and Evaluation
- Prevention Education and Service Delivery
- Communication
- Community Organization

- Public Policy and Environmental Change
- Professional Growth and Responsibility

b) The job tasks for each Performance Domain are detailed earlier in this manual.

B. References for the IC&RC Exam

A complete list of references for studying for the IC&RC exam can be downloaded from the Prevention Certification Board of NH website from the FAQ page at nhpreventcert.org/faq/.

The Substance Abuse Prevention: Intersection of Science and Practice book is also available for loan through the Prevention Certification Board of NH, or can be purchased for $80. The loan fee is $15 and can be applied toward the purchase price should an applicant choose to own this resource.

C. Examination Dates and Locations

The examinations are computer-based and are held throughout the year at IC&RC approved designated testing sites in New Hampshire and other states. Upon receipt of your exam application with payment, you will be contacted to schedule your exam and select a testing location. Please see further information about exams on nhpreventcert.org/certifications/ic-rc-exam/.

D. Examination Registration and Fees

a) Applications may be obtained by contacting the Prevention Certification Board of NH.
b) The fee for the IC&RC Prevention Specialist Written Examination is included in your initial
$350 application cost. An additional charge of $125 will be assessed if you are re-taking the exam after not passing on your initial attempt.
c) Unfortunately, due to IC&RC rules, testing fees are non-refundable, even in emergency situations. If there is a need to cancel your test within 5 days prior to the date of your test, you will be required to pay the full $125 fee to reschedule the test at the designated testing site.

E. Special Circumstances

a) Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedural changes through submission of a *Special Accommodations* form. This form can be downloaded from the Prevention Certification Board of NH website at nhpreventcert.org/faq/.
b) The request must be submitted in writing to the Prevention Certification Board of NH no fewer than 120 days prior to the scheduled test date.
c) Official documentation of the disability or religious issue must be submitted with the request. The form to be used for documentation is available for download with the *Special Accommodations* form at nhpreventcert.org/faq/.