



Arkansas Prevention Certification Board Recertification Policies & Procedures

This document outlines the policies and procedures for recertification and accrual of continuing education contact hours (CECH) for the Certified Prevention Specialist/Certified Prevention Consultant credential.

Recertification

To maintain the certification status, recertification is required every two (2) years.

Recertification entails the completion of 40 hours of approved training, workshops, seminars, and/or conferences on prevention education topics that are validated by a certificate or a letter. **A Candidate for recertification must attend a three (3) hour Ethics Refresher** and submit payment of the recertification fee.

Recertification record keeping is the responsibility of the certified professional. All recertification documents and application forms should be submitted together. Applicants should make copies of everything submitted. This way you have a copy to keep for your personal records. Do not send original certificates; copies are accepted.

Education not properly verified is unacceptable. Proper verification (i.e. certificate, letter of attendance, official transcript) must include date of training, number of hours attended, title of training, sponsoring organization and your name.

Education for recertification must have been acquired no earlier than 2 years prior to the applicant's current expiration date.

Please complete the packet and send copies of certificates and your recertification fee of \$130.00 by October 31, 2018.

Upgrading To a Higher Level

A person wishing to upgrade from an Associate Prevention or a Certified Prevention Specialist or to a Certified Prevention Specialist or Consultant level must:

1. Complete the Upgrade documentation (Available on request)
2. Verify the completion of requirements of a Certified Prevention Consultant as per workbook guidelines:
 - Additional workshop training hours
 - Additional work hours in prevention
 - 120 Supervised Practicum by a CPS or CPC – can be waived if certified as a CPS for 3 or more years
3. Forward completed Upgrade documentation and the processing fee of \$25.00 (\$15.00 with recertification).

Arkansas Prevention Certification Recertification Packet

1. Please read all directions carefully. All items must be submitted for recertification.
2. Any additional items that you submit will be discarded so please include only those items for which we have asked.
3. Your recertification will be held until all items are submitted. Failure to submit the required paperwork may jeopardize your certification.
4. Please use this guide as a checklist for your recertification packet.

| | |
|-----------------|--|
| ___ Section I | Recertification Application |
| ___ Section II | Summary Sheet of Education for Recertification |
| ___ Section III | Code of Ethics |
| ___ Section IV | Demographic Information |
| ___ Section V | Fee Included |

Goal of Recertification

The goal of Prevention Consultant and Specialist recertification is to ensure that Arkansas Certified Preventionists maintain their basic competencies and to ensure that they strengthen their attitudes, knowledge, and skills in providing prevention services.

The Arkansas Certified Prevention Consultant and the Arkansas Certified Prevention Specialist credential are valid for a two-year period. To maintain status, preventionists must recertify every two years. The fee of \$130.00 is due at the time of recertification.

Recertification record keeping is the professional's responsibility. All recertification documents and application forms should be submitted in one package and will remain at the APCB Office. Applicants are advised to make copies of everything submitted.

When Certifications Are Jeopardized

Recertification is jeopardized when an applicant fails to include the fee in their recertification package or fails to submit their recertification materials on or before their certification renewal date. Fees and/or recertification applications received after the due date will be assessed with a late fee of \$50.00.

An expired certification will mean that the Arkansas Certified Prevention Consultant/Specialist title and all privileges associated with said credential may no longer be used. If a candidate's certification expires; the candidate must re-enter the certification process and start over. *The Board requires candidates to retest if their certification expired and it has been over five (5) years since the candidate passed the exam.*

Extensions

Preventionists unable to meet the continuing education requirements for recertification may request an extension. All extension requests must be in writing. Applicants may request an extension for up to six months. All extension requests must be made prior to December 31, 2018. All requests must be approved. Fees and/or applications, which have not been brought current within six months, will be considered expired/terminated. Applicants will not be permitted to place their certification on inactive status.

Inactive Status

APCB has established an Inactive Status to allow certified preventionists who are experiencing extenuating circumstances to prevent their certification from expiring. Inactive Status allows the preventionist to avoid the full recertification process.

At a renewal period, preventionists in good standing unable to meet the continuing education requirements for recertification due to health or extenuating personal reasons may place his/her certification on Inactive Status if he/she meets the requirements. The process for reactivation from Inactive Status will then be followed when the preventionist wishes to activate his/her certification.

Preventionists are eligible for Inactive Status if he/she is:

- certified and in good standing, i.e., current with fees and continuing education hours;
- no longer working in the Prevention field;
- moving out of Arkansas and elect not to maintain active certification
- on extended military active duty;
- having health complications; or
- having extenuating personal reasons.

Insufficient hours of continuing education will not be accepted as rationale for requesting Inactive Status. Certificates placed on Inactive Status are not eligible for reciprocity.

During the period of Inactive Status, preventionists are considered to be without APCB certification. Such preventionists cannot refer to themselves in writing or verbally as "Certified Prevention Specialists or Consultants".

Procedure for obtaining Inactive Status

The following must be done by December 31st of renewal period:

- Request Inactive Status in writing from APCB stating the specific reason(s) for requesting Inactive Status;
- Include documentation for eligibility in the request for Inactive Status;
- Return the information page from the recertification packet with the signed code of ethics and submit 20 hours of continuing education; and
- Pay \$60.00.

At the next renewal/recertification period, the preventionist should either reactivate certification (see guidelines below) or submit information page from the recertification packet with the signed code of ethics, 20 hours of continuing education, and the \$60.00 fee. Documentation for eligibility of inactive status must be submitted each renewal/recertification period.

Procedure for reactivating a certificate from Inactive Status to Active Status prior to next recertification period:

- Send written request for reactivation to APCB;
- Payment of \$130.00 recertification fee;
- Provide remaining documentation of required recertification hours (20 hours in past two years including 3 hours of Ethics);
- Complete recertification packet; and
- Payment of \$25.00 processing fee.

Procedure for reactivating a certificate from Inactive Status to Active Status during recertification period:

- Send written request for reactivation to APCB;
- Payment of \$130.00 recertification fee;
- Provide documentation of required renewal/recertification hours (40 hours in past two years including 3 hours of Ethics); and
- Complete recertification packet.

During each renewal/recertification period, inactive preventionists will receive a recertification packet and letter from the APCB Administrator encouraging them to recertify. Preventionists will follow the guidelines above to either reactive their certification or continue their inactive status.

A certified professional may remain on inactive status for a maximum of four years. If certification is not reinstated by the end of 4 years, the certification process must be started over.

Prevention Emeritus Status

Preventionists who have reached the age of 65+; have held a Prevention Certification for at least five (5) years and their certification has not lapsed; have been active in the prevention field for at least 10 years; and who wish to request Emeritus Status may be eligible if he/she:

- request Emeritus Status in writing from APCB with proof of age;
- is approved and recommended by one or more active Board members; and
- is in good standing with the Board having had no professional violations or ethics issues.

The preventionist will receive an Emeritus Status certificate acknowledging the certification number is under Emeritus Status. The Emeritus Status is not recognized by IC&RC, nor does it hold active or reciprocal certification status and privileges.

Terminated Certification

Certifications may be terminated for the following reasons:

- Failure to pay the recertification fee;
- Failure to document 40 continuing education hours over the two-year period of certification;
- Failure to apply for an extension prior to the expiration date;
- Failure to apply for inactive status prior to the expiration date; and
- Ethics violations.

Reinstatement Policy/Expired Policy

Candidates who have allowed their certification to expire have one year to reinstate with no questions asked.

Procedure for Reinstating Certification:

- Payment of the regular renewal fee of \$130;
- Complete recertification packet;
- Submit 40 renewal Continuing education hours; and
- Payment of reinstatement fee of \$75.

After the one-year reinstatement period has passed, reinstatement shall be through completing the full certification requirement/process including testing if it has been over 5 years since the prevention professional passed the exam.

(It is to be stressed that each scenario is evaluated individually and there may be more or less that needs to be accomplished based on circumstance).

Reciprocity

Reciprocity into Arkansas Prevention Certification Board, APCB: Prevention professionals certified by an IC&RC member board who relocate to Arkansas may transfer their credential to APCB using the reciprocity process. No additional requirements will have to be met by the certified professional using this process to transfer their credential to Arkansas. To begin the reciprocity process, certified prevention professionals must contact their current credentialing board and request a reciprocity application. Upon completion of the reciprocity application by both the certified prevention professional and the current credentialing board and upon receipt of this information by APCB, APCB will issue the certified prevention professional the equivalent credential offered by APCB.

Reciprocity out of Arkansas Prevention Certification Board, APCB: Prevention professionals certified by APCB who relocate to another state, country, or nation may transfer their credential to the new jurisdiction using the reciprocity process only if the new jurisdiction is an IC&RC member board. Reciprocity to a non-IC&RC member board is not permitted. Additional requirements may be imposed upon the certified prevention professional depending on the laws and regulations governing the practice of prevention related services in the new jurisdiction. Therefore, certified prevention professionals are strongly encouraged to contact the IC&RC member board in the new jurisdiction to determine if any additional requirements must be met. To begin the reciprocity process, certified prevention professionals must contact APCB and request a reciprocity application. Upon completion of the reciprocity application by both the certified prevention professional and APCB and upon receipt of this information by the certification board in the new jurisdiction, that board will then issue the certified prevention professional the equivalent credential offered unless laws or regulations governing the practice of addiction related services in the new jurisdiction must first be met.

Section I

Arkansas Prevention Certification Board Recertification Application

Please print or type all information. Attach additional sheets if necessary. Verifying documents must be attached in the same order as listed on these forms. Keep copies of all materials submitted.

Month/Year of Current Expiration (Shown on Certificate) _____

Certified Prevention _____ Certification Number _____
Specialist/Consultant

Name: _____

Home Address: _____

City/State/Zip: _____

Work Agency: _____

Work Address: _____

Work City/State/ Zip: _____

Telephone (Home): _____ (Work): _____

Emai: _____

Statement

I hereby confirm that all information contained herein, required for and attached to this Prevention Certification Application is valid, true, and correct.

Applicant's Signature

Date

Section II

Arkansas Prevention Certification Domains

Domain 1-Planning and Evaluation:

Planning and evaluation are management tools that provide information for measuring and improving the effectiveness of the program. It involves assessing community needs, applying sound prevention theory and practice, identifying funding sources, revising evaluation options, and refining the prevention program.

Domain 2- Prevention Education and Service Delivery:

Research indicates that children who are taught many prevention strategies are more likely to reduce their risk for ATOD abuse. Education and skill development provide structured opportunities for education and building of skills to meet specific learning objectives. It includes connecting prevention theory and practice using current research and program models; maintaining fidelity when replicating research based prevention programs; educating consumers by providing accurate and appropriate information; disseminating appropriate information through prevention materials; and providing prevention materials to professionals.

Domain 3-Communication:

It is important for prevention professionals to have strong communication skills. Communication is a big part of prevention. It is important to have knowledge and skills in public speaking, facilitating meetings, using media tools, creating communication materials, public relations, and marketing including social marketing.

Domain 4-Community Organization:

ATOD abuse among youth is viewed as a community-wide problem. It can most effectively be addressed by collaborative efforts intended to impact the entire community. Community organization is facilitating informal and formal connections between persons and systems for the purpose of information and resource sharing and mutual support. It includes developing the capacity of the community, identifying and engaging community members and leaders, and supporting the community through technical assistance.

Domain 5-Public Policy and Environmental Change:

Research indicates that when a community adopts consistent policies against the illegal use of ATOD and enforces these policies, the use of illegal substance will decline. Public policy and environmental change includes establishing a relationship with the media, being a credible source, providing technical assistance and training that promote environmental change, and promoting advocacy for prevention.

Domain 6-Professional Growth and Responsibility:

A preventionist must act ethically and professionally and let others know that he/she supports the prevention theories by his/her own behavior. Professional growth and responsibility includes promoting the integrity of the profession, networking with colleagues/others in the work, and adhering to legal and professional standards.

Summary Sheet of Education for Recertification

For each event listed on this form, you must attach the proper verification.

1. Forty (40) clock hours, (of which 3 hours must be in ethics), over a two-year period, of prevention specific training is required for recertification.
2. Of the forty (40) hours an applicant may submit sixteen (16) hours total (8 hours per year) of prevention specific training they have conducted.
3. Applicants can receive 10 hours of credit for each candidate supervised during the recertification period (past two years). *However, no more than 20 hours of credit for supervision will be accepted for recertification.* Please include a copy of the Practicum Verification form and supervision log to receive credit for supervising a candidate in the prevention certification process.
4. Applicants may receive credit for college courses taken within the past two years. The course must be prevention related. Please submit a copy of the transcript for credit. 1 credit = 15 hours
5. Applicants are not required to have a specific number of hours per domain. As a reminder, the five domains for prevention certification are listed below.

Please make copies of the form below if needed.

| Domains | Date(s) of Training | Title of Training | Training Hours | For APCB Use Only |
|---------|---------------------|-------------------|----------------|-------------------|
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Section III

PREVENTION CODE OF ETHICS

(Revised December 2013)

Principles

I. Non-Discrimination

Non-Discrimination: The Certified Prevention Professional must not discriminate against clients, the public or others based on race, ethnicity, religion, age, sex, national ancestry, sexual orientation or economic condition or against persons with disabilities.

II. Competence

The Certified Prevention Professional shall exercise competent professional judgment when dealing with clients, the public and other professionals and shall maintain their best interest at all times. In addition, the Certified Prevention Professional shall provide competent professional service to all in keeping with the Arkansas Prevention Certification Board (APCB) standards. Competent professional service requires thorough knowledge of alcohol and other drug abuse, skill in presentation and education techniques, thoroughness and preparation reasonably necessary to assure the highest level of quality service and a willingness to maintain current and relevant knowledge through on-going professional education. The Certified Prevention Professional shall assess personal competence and not operate beyond their skill or training level.

III. Professional Standards

The Certified Prevention Professional should maintain the highest professional standards and should not:

- a. Claim either directly or by implication: professional knowledge, qualifications or affiliations that the Certified Prevention Professional does not possess;
- b. Lend their name to, or participate in, any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way;
- c. Misrepresent their certification to the public or make false statements regarding their qualifications;
- d. Jeopardize or compromise their professional status through the association, development and/or promotion of books or other products offered for commercial sale (for example, personal endorsement of products and/or techniques);
- e. Fail to recognize the effect of professional impairment (i.e., intoxication, drug use relapse) on professional performance and the need to seek appropriate treatment for oneself;
- f. Accept or promote use of resources and materials from businesses involved in the tobacco and alcohol industry; and
- g. A certified prevention professional shall not permit publication of photographs, disclosure of person or community serviced names or records, or nature of services being provided without securing all requisite releases from the person, or parents or legal guardians of the persons.

IV. Integrity

A Certified Prevention Professional should:

- a. Never knowingly make a false statement to or any other disciplinary authority;
- b. Promptly alert colleagues to potentially unethical behavior so said colleagues can take corrective action;
- c. Report violations of professional conduct by other alcohol and other drug abuse professionals to the appropriate authority when there is knowledge that said professional has violated professional standards and has failed to take corrective action after a formal intervention;

- d. Be willing to provide a background check from state of residence at the time of certification that would prove that he/she is not a convicted felon of any felony crime whether the case is pending an appeal or not;
- e. Not have been denied or lost certification or undergone professional discipline;
- f. Not have been a party or defendant in any civil suit judgment or settlement;

V. Nature of Services

The Certified Prevention Professional shall maintain objectivity, integrity and the highest professional standards in delivering prevention services, holding the best interest of the public first, and always striving to provide an appropriate setting to ensure professionalism and provide a supportive environment. Practices shall do no harm to service recipients. Services provided by prevention professionals shall be respectful and non-exploitive.

- a. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
- b. Prevention professionals should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.

Where there is suspicion of abuse of children or vulnerable adults, prevention professionals shall report the evidence to the appropriate agency.

VI. Confidentiality

The Certified Prevention Professional shall adhere to all applicable state and federal laws and rules, including reporting child abuse/neglect or misconduct by individuals or agencies. As such, Certified Prevention Professionals have the responsibility to be aware of and in compliance with all applicable state and federal guidelines, regulations and statutes and agency policies regarding confidentiality, data privacy and professional relationships.

VII. Ethical Obligations for Community and Society

According to their consciences, prevention professionals should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of prevention professionals to educate the general public and policy makers. Prevention professionals should adopt a personal and professional stance that promotes health. Certified Prevention Professionals need to market themselves as certified and professionals, but are not to use their position to champion their own cause or denigrate others. In addition, the Certified Prevention Professional shall not engage in false or misleading communication about their abilities, training and/or experience.

VIII. Professional Relationships

The Certified Prevention Professional shall maintain an objective, non-possessive relationship with those they serve and shall not exploit them sexually, financially, emotionally, or physically. Further, the Certified Prevention Professional shall maintain the ability and willingness to make appropriate referrals.

IX. Publications

The Certified Prevention Professional who participates in the writing, editing or publication of professional papers, videos/films, pamphlets or booklets must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the Certified Prevention Professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law

and, therefore, in violation of professional standards.

X. Financial Arrangements

The Certified Prevention Professional should not personally accept gifts or gratuities for professional work above and beyond the fees and gratuities being paid to the agency by which the Certified Prevention Professional is employed. If, however, the Certified Prevention Professional is functioning as a paid consultant, charges will be reasonable and appropriate for the level of service provided in that locale.

XI. Professional Promotion

The Certified Prevention Professional should strive to maintain and promote the integrity of certification within the state of Arkansas, nationally and internationally, and the advancement of the prevention profession.

I have read and understand the Arkansas Prevention Certification Board Code of Ethics. **By signing, I agree to abide by the APCB Code of Ethics.**

Signature

Date

Section IV

Demographic Information

As part of the requirement for recertification, the Arkansas Prevention Certification Board is collecting demographic information. Please complete Section IV to the best of your ability. Leave items blank that you do not know or do not wish to answer. All information is confidential.

Name: _____

Current Certification Status: Circle one. CPC CPS

Certificate # _____ Expiration Date: _____

Sex: _____ Date of Birth: _____

Ethnicity

____ African American

____ American Indian

____ Asian American

____ Caucasian

____ Hispanic

____ Other

Are you currently employed in the Prevention Field? Yes No

Current Work Agency: _____

Current Position: _____

Work Address: _____

City/State/Zip: _____

**Type of Program/Agency in which you are primarily employed
(Check only one).**

____ Correction

____ EAP

____ Inpatient CD Treatment

____ Mental Health

____ Outpatient CD Treatment

____ Prevention

____ Private Practice

____ Public Health

____ Public Housing

____ School

____ Other: _____

**Type of Population served by the Program/Agency in which you are primarily employed:
(Check all that apply)**

- | | |
|--|--|
| <input type="checkbox"/> All | <input type="checkbox"/> Adult Men |
| <input type="checkbox"/> Adult Women | <input type="checkbox"/> Adolescents |
| <input type="checkbox"/> Children | <input type="checkbox"/> Families |
| <input type="checkbox"/> Gay/Lesbian | <input type="checkbox"/> Culturally Specific |
| <input type="checkbox"/> Persons with Disabilities | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Other | <input type="checkbox"/> Adults |

Educational Attainment: (Check all that apply)

- CD Training Program
 High School
 Associate Degree
 Bachelors Degree
 Masters Degree
 Doctorate
 GED
 Other: (Please explain)

For questions regarding recertification, please contact:
Margaret Morrison (margomor2@gmail.com) or
Anna Chappell (alchappell3@gmail.com) or APCB Representatives
(arkpcb@gmail.com)

Please mail your completed recertification packet (pages 6 and 8-13) along with the \$130.00 recertification fee no later than October 31, 2018, to:

Arkansas Prevention Certification Board
P.O. Box 56121
Little Rock, Arkansas 72215

(Please do not send these requiring a signature as there is a brief time limit for that signature.
Sending them with a tracking number you can verify is fine.)*