



---

**Prevention Apprentice Certification (PA)  
Certified Prevention Specialist (CPS)  
and  
Certified Prevention Professional (CPP)**

**Application Manual**

**Prepared By: Prevention Credentialing Consortium of Georgia, INC.**

**Revised: July, 2007  
Updated: January, 2008**

### **Purpose for Certification**

The Prevention Credentialing Consortium of Georgia, Inc. (PCCG) works to advance prevention as a viable and effective professional discipline to benefit Georgia communities. It is the mission of PCCG to establish and promote the credentialing standards of excellence in the field of prevention.

The purpose of the certification in prevention is to:

- Establish and recognize basic standards for professional competence in the prevention field and,
- Establish and confirm the credibility of the prevention profession with consumers, employers and funders.

Certification as a Preventionist is based on experience and competencies as set by the International Certification & Reciprocity Consortium (IC&RC). All applicants are required to demonstrate their competency defined in this manual.

### **Definition of Prevention**

The IC&RC defines prevention as “a pro-active process of helping individuals, families and communities to develop the resources needed to develop and maintain healthy lifestyles. Prevention focuses upon the development of innovative programs and carefully planned interventions that are implemented before the onset of physical, psychological, emotional or social problems. Prevention is broad based in the sense that it is intended to alleviate a wide range of at-risk behaviors including, but not limited to, alcohol, tobacco and other drug abuse, crime and delinquency, violence, vandalism, mental health problems, family conflict, parenting problems, stress and burnout, child abuse, learning problems, school failure, school dropouts, teenage pregnancy, depression and suicide.”

### **Levels of Certification**

PCCG recognizes three levels of prevention credentialing in Georgia, Certified Prevention Apprentice (CPA), Certified Prevention Specialist (CPS) and Certified Prevention Professional (CPP). The type of certification sought depends on the applicant’s work/volunteer involvement, experience in the prevention field, educational background, and knowledge base.

- *Prevention Apprentice Certification (CPA)* – This is a pre-certification and *not* eligible for reciprocity with IC&RC states. The CPA certification is designed for those entering the field of prevention, either in an academic, a employment, or a volunteer environment. Certificate is issued for a two-year period and is re-certifiable for one additional two-year period. Those certified with CPA status will need to apply for CPS or CPP to remain a Certified Preventionist in Georgia. Those applying for a second two-year certificate must show progress toward applying for CPS or CPP either through additional training hours, or work experience, or both.

- CPA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. CPA recertification applications must document attempts at additional training and work experience.
- *Certified Prevention Specialist (CPS)* – This certification is *not* eligible for reciprocity with IC&RC states. The CPS certification is designed for those that have been working or volunteering in the field of prevention, either directly or in a supervisory capacity for at least 1 year (2000 hours). A College Degree is not required for this level of certification. Those with a CPS designation will be able to demonstrate knowledge and skills based on the domains and core functions of prevention in an oral interview. A written examination is not required for this level of certification.
  - *Certified Prevention Professional (CPP)* – This certification is eligible for reciprocity with IC&RC states. The CPP certification is designed for those that have been working in the field of prevention, either directly or in a supervisory capacity for at least 2 years (4000 hours). A minimum of a Bachelors Degree is required. Those with a CPP designation will be able to demonstrate knowledge and skills based on the domains and core functions of prevention in an oral interview and a written examination.

### **Domains and Core Functions for Prevention**

The following are the Five Performance Domains and their Core Functions as determined by the International Certification & Reciprocity Consortium (IC&RC) 2006 Role Delineation Study. The domains and core functions are designed to measure an individual's competency in the field of Alcohol, Tobacco and Other Drugs (ATOD) Prevention.

#### Performance Domain 1: Planning and Evaluation

##### Core Functions

- 1.1 Use needs assessment strategies to gather relevant data for ATOD prevention planning.
- 1.2 Identify gaps and prioritize needs based on the assessment of community conditions.
- 1.3 Select prevention strategies, programs, and best practices to meet the needs of the community.
- 1.4 Develop an ATOD prevention plan based on research and theory that addresses community needs and desired outcomes.
- 1.5 Identify resources to sustain prevention activities.
- 1.6 Identify appropriate ATOD prevention program evaluation strategies.
- 1.7 Conduct evaluation activities to document program implementation and effectiveness.
- 1.8 Use evaluation findings to determine whether and how to adapt ATOD prevention strategies.

## Performance Domain 2: Education and Skill Development

### Core Functions

- 2.1 Develop ATOD prevention education and skill development activities based on target audience analysis.
- 2.2 Connect prevention theory and practice to implement effective prevention education and skill development activities.
- 2.3 Maintain program fidelity when implementing evidence-based programs.
- 2.4 Assure that ATOD education and skill activities are appropriate to the culture of the community being served.
- 2.5 Use appropriate instructional strategies to meet the needs of the target audience.
- 2.6 Ensure all ATOD prevention education and skill development programs provide accurate, relevant, timely, and appropriate content information.
- 2.7 Identify, adapt, or develop instructor and participant materials for use when implementing ATOD prevention activities.
- 2.8 Provide professionals in related fields with accurate, relevant, timely, and appropriate ATOD prevention information.
- 2.9 Provide technical assistance to community members and organizations regarding ATOD prevention strategies and best practices.

## Performance Domain 3: Community Organization

### Core Functions

- 3.1 Identify the community's demographic characteristics and core values.
- 3.2 Identify key community leaders to ensure diverse representation in ATOD prevention programming activities.
- 3.3 Build community ownership of ATOD prevention programs by collaborating with key community leaders/members when planning, implementing, and evaluating prevention activities.
- 3.4 Provide technical assistance to community leaders/members in implementing ATOD prevention activities.
- 3.5 Develop capacity within the community by recruiting, training, and mentoring prevention-focused volunteers.
- 3.6 Assistance in creating and sustaining community-based coalitions.

## Performance Domain 4: Public Policy and Environmental Change

### Core Functions

- 4.1 Examine the community's public policies and norms to determine environmental change needs.
- 4.2 Make recommendations to policymakers/stakeholders that will positively influence the community's public policies and norms.
- 4.3 Provide technical assistance, training, and consultation that promote environmental change.

- 4.4 Participate in public policy development and enforcement initiatives to affect environmental change.
- 4.5 Use media strategies to enhance prevention efforts in the community.

#### Performance Domain 5: Professional Growth and Responsibility

##### Core Functions

- 5.1 Maintain in personal knowledge, skills, and abilities related to current ATOD prevention theory and practice.
- 5.2 Network with others to develop personal and professional relationships.
- 5.3 Adhere to legal, professional, and ethical standards.
- 5.4 Build skills necessary for effectively working within the cultural context of the community.
- 5.5 Demonstrate self-care with ATOD prevention messages.

#### **Core Prevention Training**

As part of the required training for each level, a total of 18 contact hours in the following three components of Core Prevention Training is required:

- **Fundamentals of Prevention** (6 contact hours) – This class covers basic prevention concepts, theories, strategies and the history of prevention.
- **Prevention Ethics** (6 contact hours) – This course covers ethical practices in relation to the field of prevention.
- **Cultural Competency** (6 contact hours) – Course will cover the topics of cultural differences and how it relates to the field of prevention.

The above training courses must have been approved by PCCG through the training provider successfully completing PCCG’s Training Approval Process. Applicants should look for references on course brochures, flyers, and announcements that the class has been approved by PCCG to insure receiving core prevention training credit.

#### **Criteria for Prevention Apprentice Certification(PA)**

*This is an entry level/ pre-certification. The PA is not eligible for reciprocity with IC&RC states. Certificate is issued for a two-year period and is eligible for one additional two-year recertification. PA will need to apply for CPS or CPP to remain certified in Georgia. Those applying for a second two-year certificate must show progress toward applying for CPS or CPP either through additional training hours, or work experience, or both. PA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. PA recertification applications must document attempts at additional training and work experience.*

- **Work/Volunteer Experience** –There is no minimum requirement for initial certification at this level. At least 100 hours of paid or volunteer

experience in planning or delivering prevention services is required for recertification at this level.

- **Formal Education** – There is no educational requirement for this level of certification.
- **Education/Training** – Eighteen (18) contact hours of the Core Prevention Training Curriculum approved by PCCG is required for initial certification. At least 18 additional contact hours of prevention-specific training is required for recertification.
- **Supervised Practical Experience** – There is no practicum required for this level of certification.
- **References** – A letter of recommendation from an instructor, a supervisor or volunteer coordinator must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview/Testing** – There are no interview or testing requirements for at this level.

### **Criteria for Certified Prevention Specialist (CPS)**

*This certification is not eligible for reciprocity with IC&RC states.*

- **Work/Volunteer Experience** – At least 1 year (1000 hours) of paid or volunteer experience in planning or delivering prevention services.
- **Formal Education** – Applicant must have attained a High School diploma or equivalent (ex. GED). This requirement will be waived if the applicant has previously been certified at the CPA level.
- **Education/Training** – At least 100 contact hours of prevention-specific training. Eighteen (18) of those training hours must include the Core Prevention Training Curriculum approved by PCCG. Fifty (50) hours must be ATOD prevention specific with a minimum of ten (10) hours in each domain.
- **Supervised Practical Experience** – There is no practicum required for this level of certification.
- **References** – Two (2) letters of recommendation from supervisors or volunteer coordinators must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview/Testing** – Applicant will demonstrate knowledge and skills based on the domains and core functions of prevention in an oral interview. There is no test requirement for this level of certification.

## **Criteria for Certified Prevention Professional (CPP)**

*This certification is eligible for reciprocity with IC&RC states.*

- **Work/Volunteer Experience** – At least 2 years (4000 hours) of paid and volunteer experience in planning or delivering prevention services. No more than 6 months (500 hours) may be volunteer experience.
- **Formal Education** – Applicant must have a minimum of a Bachelors Degree in human services, health science, education, health care, nursing, public administration, social science, or other fields related to prevention. All college/university degrees must be earned through an accredited college/university that is recognized through the American Council on Education.
- **Education/Training** – At least 150 contact hours of prevention-specific training. Eighteen (18) of those training hours must include the Core Prevention Training Curriculum approved by PCCG. Fifty (50) hours must be ATOD prevention specific with a minimum of ten (10) hours in each Domain. Some college/university courses may count toward training hours.
  - One quarter hour of relevant college course = 10 contact hours
  - One semester hour of relevant college course = 15 contact hours
- **Supervised Practical Experience** – Verification of 120 hours of supervision must be submitted by the applicant. The 120 hours must relate to the five (5) prevention domains and at least 12 hours must be documented in each of the domains. The Domains are as follows:
  - Planning and Evaluation
  - Education and Skill Development
  - Community Organization
  - Public Policy and Environmental Change
  - Professional Growth and Responsibility
- **References** – Two (2) letters of recommendation from supervisors or volunteer coordinators must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview/Testing** – Applicant will demonstrate knowledge and skills based on the domains and core functions of prevention in an oral interview. Applicant will then be eligible to sit for the IC&RC written examination. The examination will be administered four (4) times a year by the Alcohol and Drug Abuse Certification Board of Georgia (ADACB-Georgia).

## **Application Cycle**

The application cycle is based upon the exam dates that are established the IC&RC. Please see Attachment 1 for current due dates for application, oral interview, and IC&RC written exam dates.

## **Recertification**

Those who have been certified as a Certified Prevention Specialist (CPS) and Certified Prevention Professional (CPP) must seek recertification every two years in order to maintain an active credential. The Prevention Apprentice (PA) level is only eligible for one two-year recertification which must be a consecutive extension of the first certification (for a total PA designation of four continuous years). PA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. CPA recertification applications must document attempts at additional training and work experience. A PA must apply for a level increase to maintain an active credential.

### For recertification:

- Complete the recertification application at least 30 days prior to the expiration date,
- Complete forty (40) hours of continuing education which includes six (6) hours of Prevention Ethics,
- Pay required fee.

### Late Fees and Grace Period:

Certified individuals can request a 30-day grace period at the end of the two-year period, but a late fee of \$25 will be assessed.

### Extensions of the Recertification Period:

Extensions beyond the 30-day grace period must be requested formally in writing to the PCCG board. The Board will consider extensions under two circumstances:

- Incapacitation status
- Inactive status

## **Upgrade of Certification Level**

Preventionists certified by PCCG who desire to increase their level of certification can apply for a level increase at anytime. A level increase application will be sent to the applicant at their request. There is a \$25 non-refundable processing fee.

## **Fees**

Certification at Prevention Apprentice Certification (PA) level:

- \$25 non-refundable processing fee due with application

Recertification at Prevention Apprentice Certification (PA):

- \$25 non-refundable processing fee due with recertification application. Applicant is allowed to recertify at this level only one time.

Certification at Certified Prevention Specialist (CPS) level:

- \$25 non-refundable processing fee due with application
- \$50 non-refundable fee for oral interview due at the time of the oral interview

Recertification at Certified Prevention Specialist (CPS):

- \$50 non-refundable processing fee due with recertification application.

Certification at Certified Prevention Professional (CPP):

- \$25 non-refundable processing fee due with application
- \$100 non-refundable fee for oral interview due at the time of the oral interview
- \$100 non-refundable fee for written examination is due to the Alcohol and Drug Abuse Certification Board five (5) weeks prior to the examination date. See Attachment 1 for dates.

Recertification at Certified Prevention Professional (CPP):

- \$100 non-refundable processing fee is due with recertification application

Upgrade of Certification Level:

- \$25 non-refundable processing fee

### **Important Addresses and Contact Information**

For additional information about PCCG, the certification process, and mailing address to send certification applications:

PCCG  
P O Box 1922  
Lawrenceville, GA 30046  
Ari Russell  
Phone: (678) 377-4132  
Email: [guideinc@mindspring.com](mailto:guideinc@mindspring.com)

For additional information about the International Certification and Reciprocity Consortium examination and associated fees:

Alcohol & Drug Abuse Certification Board of Georgia  
6755 Peachtree Industrial Blvd. #100  
Atlanta, GA 30360  
Phone: (770) 825-0481  
Fax: (770) 451-9731  
Website: [www.adacb-ga.org](http://www.adacb-ga.org)  
Email: [adacbinfo@bellsouth.net](mailto:adacbinfo@bellsouth.net)

## Certification Testing Schedule 2008-2009

### *Spring Testing Cycle, 2008*

Application Due: Friday, December 7, 2007  
Oral Interview: Thursday, January 17, 2008  
Testing Fee Due to ADACB to Sit for Test: Friday, February 8, 2008  
Test Date: Friday, March 14, 2008 or Saturday, March 15, 2008\*\*

### *Summer Testing Cycle, 2008*

Application Due: Friday, March 7, 2008  
Oral Interview: Thursday, April 17, 2008  
Testing Fee Due to ADACB to Sit for Test: Friday, May 9, 2008  
Test Date: Friday, June 3, 2008 or Saturday, June 4, 2008\*\*

### *Fall Testing Cycle, 2008*

Application Due: Friday, June 6, 2008  
Oral Interview: Thursday, July 17, 2008  
Testing Fee Due to ADACB to Sit for Test: Friday, August 8, 2008  
Test Date: Friday, September 12, 2008 or Saturday, September 13, 2008\*\*

### *Winter Testing Cycle, 2008*

Application Due: Friday, September 5, 2008  
Oral Interview: Thursday, October 16, 2008  
Testing Fee Due to ADACB to Sit for Test: Friday, November 7, 2008  
Test Date: Friday, December 12, 2008 or Saturday, December 13, 2008\*\*

### *Spring Testing Cycle, 2009*

Application Due: Friday, December 6, 2008  
Oral Interview: Thursday, January 19, 2009  
Testing Fee Due to ADACB to Sit for Test: Friday, February 6, 2009  
Test Date: Friday, March 13, 2009 or Saturday, March 14, 2009

### *Summer Testing Cycle, 2009*

Application Due: Friday, March 6, 2009  
Oral Interview: Thursday, April 16, 2009  
Testing Fee Due to ADACB to Sit for Test: Friday, May 8, 2009  
Test Date: Friday, June 12, 2009 or Saturday, June 13, 2009\*\*

### *Fall Testing Cycle, 2009*

Application Due: Friday, June 5, 2009  
Oral Interview: Thursday, July 16, 2009  
Testing Fee Due to ADACB to Sit for Test: Friday, August 7, 2009  
Test Date: Friday, September 11, 2009 or Saturday, September 12, 2009\*\*

### *Winter Testing Cycle, 2009*

Application Due: Friday, September 4, 2009  
Oral Interview: Thursday, October 15, 2009  
Testing Fee Due to ADACB to Sit for Test: Friday, November 6, 2009  
Test Date: Friday, December 11, 2009 or Saturday, December 12, 2009\*\*

**\*\* Testing dates are set by the Alcohol & Drug Abuse Certification Board of Georgia.**