



CCBADC

**CERTIFICATION RENEWAL FOR:
CCPS
APPLICATION**



SYSTEM FOR CERTIFICATION IN THE STATE OF CALIFORNIA

Revised 3/2007



CALIFORNIA CERTIFICATION BOARD OF ALCOHOL & DRUG COUNSELORS

CCPS Renewal Application

3/07

Dear California Certified Prevention Specialist,

Your credential as a California Certified Prevention Specialist will expire on _____.(Please see registry or call the office.)

Attached is the renewal packet which includes the renewal policies, application and a code of ethics.

Please make sure that all paperwork is completed and attached when submitting.

Late fees are effective thirty (30) days after certification renewal date.

Check off list:

_____ **Application and copies of training certificates or documentation for renewal of certification**

_____ **Signed Code of Ethics**

_____ **Fee**

***Failure to submit a completed renewal packet will result in a delay of your renewal of certification**



PREVENTION RE-CERTIFICATION POLICIES

It is the belief of the CCBADC that certified prevention specialists should continue to demonstrate their competence to deliver quality alcohol/drug prevention services. Re-certification is meant to obtain and enhance the ability of the prevention specialist to serve clients.

Objectives:

1. To obtain current information.
2. To explore new knowledge.
3. To master new skills and techniques.
4. To expand approaches towards delivering prevention services.

Examples of continuing education that may apply:

1. College and university programs.
2. CCBADC - approved workshops and seminars, independent study, home study
3. In-service education
4. Programs provided by the State of California through the Department of Alcohol and Drug Programs

Requirements:

Re-certification at the reciprocal credential of CCPS requires 40 clock hours of approved education acquired during each 2 year re-certification period. Documentation of 3 hours EACH of training in **HIV/AIDS** and **ETHICS** must be submitted for re-certification. If the training was taken during the 2 year re-certification period the hours may be included as part of the required hours. If taken prior to the re-certification period, these hours ARE in ADDITION to the required hours. If documentation was submitted prior, it must be resubmitted. All education must be taken during the two year period. Continuing education hours may not be carried over to the next period.

Examples of Education:

1. Academic courses which pertain to SPECIFIC ALCOHOL/DRUG prevention skills and competencies are acceptable.
2. General Prevention courses not specific to alcohol/drug, which are acceptable include: Community Empowerment, Working with Volunteers, Public Speaking, Evaluation, Marketing, etc.

In order to assign education hours for academic course not pre-approved by CCBADC, the following materials need to be submitted for review:

- a. Course description and objectives listed on course approval form.
- b. Descriptive course syllabus to include time frames for each session
- c. Transcript of credit
- d. Resume of instructor(s) describing credentials and professional experience.

The following continuing education hours will be awarded unless otherwise specified:

- a. A 1-credit semester course will be 15 hours.
- b. A 1-credit quarter course will be 10 hours.

Seminars and Workshops:

Pre-approved seminars and workshops require a certificate of completion signed by the instructor to receive credit. Non-approved seminars and workshops will be considered for educational credit on a case-by-case basis. It is incumbent upon the counselor to submit all documentation and certification.

PLEASE NOTE: The submission of a certificate indicating a certain number of hours DOES NOT assure CCBADC will accept that number of hours for re-certification. The CCBADC reserves the right to withhold approval of education hours if it is unable to determine from the submitted materials the alcohol/drug specific hours.

DOCUMENTATION for courses which have NOT been pre-approved:

re-certification



1. Certificate of completion.
2. Description of the seminar or workshop, including a schedule showing actual clock hours of education.
3. Completed CCBADC "Request for Approval" form. Call the office for a copy of this form.

In-Service Education:

Those workshops, seminars, presentations which are not open to the public, are provided by an agency member, and available only to agency personnel. For re-certification, a maximum of 10 clock hours will be accepted.

To be accepted for approval, the counselor must submit:

1. A program outline, including schedule showing actual clock hours of education.
2. Verification of attendance and time signed by the agency director.
3. Completed CCBADC "Request for Approval" form.

Credit for Presentations:

The CCBADC recognizes that many Prevention Specialists are instructors, and those who provide education to others may receive credit towards their own re-certification.

A certified Prevention Specialist who delivers education may receive the same credit as the students, with these limitations:

1. Credit for the instructor applies ONLY to the FIRST public presentation of a specific educational program.
2. Educational program, lectures, prepared and presented for clients, as part of treatment or information and referral service, are NOT applicable.
3. A descriptive outline of the material presented shall be submitted by the presenter, along with a letter from the sponsoring agency to include:
 - a. date of the program
 - b. total clock hours presented
 - c. verification of topic and subject content

Excluded From Credit:

Continuing education will NOT be given for:

1. CPR or First Aid
2. Courses not related to the knowledge, skills, and abilities of the alcohol/drug prevention specialist.

Annual Fee and Application Procedure:

Re-certification is required on the second anniversary of the original certification. A re-certification packet is sent two (2) months prior to the anniversary date. By the anniversary date, CCBADC needs to have received a completed application, a signed code of ethics and approved continuing education credits along with the \$175/\$645 re-certification fee. **THERE WILL BE NO EXCEPTIONS.**

OR

By the anniversary date, CCBADC needs to have received an inactive application and inactive fee or a request in writing for an extension along with the \$175/\$645 re-certification fee. **THERE WILL BE NO EXCEPTIONS.** If a completed re-certification application, or inactive application, or a request for an extension has not been received by CCBADC by the anniversary date, the prevention specialist will fall into the lapsed policy category and will be required to proceed accordingly.



RENEWAL OF CCPS CERTIFICATION APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (____) _____ WORK PHONE: (____) _____

Current Certification Number: _____ Expiration Date: _____

***List trainings accomplished since previous certification**

***Requirements are 40 total hours (to include 3 hours of Ethics & HIV/AIDS)**

TRAININGS REQUIRED BY A CURRENT CAADAC PROVIDER

Minimum 20 Hours (included in these 20 hours, 3 must be of Ethics & 3 must be of HIV/AIDS)

Date	Hours	CAADAC Provider Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL PREVENTION NOT REQUIRED BY A CURRENT CAADAC PROVIDER

Minimum 20 Hours

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FEES: (effective April 01, 2007)

- \$100.00 for current members of CAADAC with multiple credentials
- \$175.00 for current members of CAADAC
- \$645.00 for non members of CAADAC

Late fees effective thirty (30) days after certification renewal date

- \$70.00 for current members of CAADAC
- \$138.00 for non members of CAADAC



Code of Ethics California Certified Prevention Specialist (CCPS)

NON-DISCRIMINATION:

The alcohol and other drug abuse prevention specialist must not discriminate against clients, the public or others based on race, religion, age, sex, national ancestry, sexual orientation or economic condition or against persons with disabilities.

COMPETENCE:

The alcohol and other drug abuse prevention specialist shall provide competent professional service to all in keeping with CCBADC standards. Competent professional service requires through 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 alcohol and other drug abuse prevention specialist shall assess personal competence and not operate beyond their skill or training level.

PROFESSIONAL STANDARDS:

The alcohol and other drug abuse prevention specialist should maintain the highest professional standards and should not:

- claim either directly or by implication, professional knowledge, qualifications or affiliations that the prevention specialist does not possess;
- lend their name to, or participate in, any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way;
- misrepresent their certification to the public or make false statements regarding their qualifications to CCBADC;
- 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);
- fail to recognize the effect of professional impairment, ie., intoxication, drug use, relapse, on professional performance and the need to seek appropriate treatment for oneself.

PROFESSIONAL OBLIGATIONS TO THE PUBLIC:

Although certified alcohol and other drug abuse prevention specialists may feel a need to market themselves as competent or professional, they are to be mindful that they are discouraged from championing their own cause by denigration of others. In addition, the alcohol and other drug abuse prevention specialist shall not engage in false or misleading communication about their own or other professional, abilities, training and/or experience.



The alcohol and other drug abuse prevention specialist should strive to maintain and promote the integrity of certification with the state of California, nationally and internationally, and the advancement of the alcohol and other drug abuse prevention specialist profession.

PUBLICATIONS:

The alcohol and other drug abuse prevention specialist who participates in the writing, editing or publication of professional papers, videos/films, pamphlets or booklets must act to reserve 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 alcohol and other drug abuse prevention specialist 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.

PUBLIC WELFARE:

The alcohol and other drug abuse prevention specialist 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.

CONFIDENTIALITY:

The alcohol and other drug abuse prevention specialist shall adhere to all applicable state and federal laws and rules, including reporting child abuse/neglect or misconduct by individuals or agencies. As such alcohol and other drug abuse prevention specialists 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.

PROFESSIONAL RELATIONSHIPS:

The alcohol and other drug abuse prevention specialist shall maintain an objective, non-possessive relationship with those they serve and shall not exploit them sexually, financially or emotionally. Further the alcohol and other drug abuse prevention specialist shall maintain the ability and willingness to make appropriate referrals and the alcohol and other drug abuse prevention specialist 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 prevention specialist is employed.

PROFESSIONAL INTEGRITY:

An alcohol and other drug abuse prevention specialist should:



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- never knowingly make a false statement to CCBADC or any other disciplinary authority;
- promptly alert colleagues to potentially unethical behavior so said colleague can take corrective action;
- report violations of professional conduct by other alcohol and other drug abuse professional 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.

Signature _____ Date _____

Print Name: _____