

The California Certification Board of  
Alcohol and Drug Abuse Counselors

CCPS Manual Volume 1

May 2001  
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CCBADDC

CCPS  
California  
Certified Prevention  
Specialist Manual



“Offering  
competency-based  
certification to the  
addiction professional”

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directions

1. **TYPE OR PRINT USING BLACK INK ON ALL FORMS.**
2. Complete the application process **STEP BY STEP**. Do one section at a time.
3. Photocopy blank forms before making the entries.
4. Photocopy completed materials before sending them to CCBADC so that you will have a complete copy of your own portfolio.
5. Applications for certification will be reviewed when all the above materials have been received by the office.
6. Do not send your application until all sections are completed and signed where required.
7. **IT IS THE PREVENTIONIST'S RESPONSIBILITY TO NOTIFY CCBADC IN WRITING OF ANY CHANGES TO NAME, ADDRESS AND TELEPHONE NUMBERS**
8. **NO REFUNDS WILL BE GIVEN APPLICATIONS IN PROCESS WILL BE HELD BY CCBADC FOR 1 YEAR AND THEN DESTROYED, REQUIRING REAPPLICATION**



## CCPS Checklist

**The following should be included in your CCPS application:**

- Application Form
- Formal education documentation
- Work experience documentation (including current job description)
- Required training documentation
- Signed Ethics Code
- Signed Consent to Release Information
- Appropriate Application Fee

**The following should be sent directly from selected individuals to the CCBADC office:**

- Three (3) professional letters of reference
- Supervised practical training form

**Photocopy your entire application and documentation for your records**

Send original application, photocopies of documentation and check to: CCBADC, 3400 Bradshaw Rd., Suite A-5, Sacramento, CA 95827

**Questions, problems or concerns can be addressed by calling the CCBADC Office, at (916) 368-9412**

# *The CCBADC*

The California Certification Board of Alcohol and Drug Abuse Counselors (CCBADC) exists to enhance the quality of substance abuse services in California by certifying substance abuse professionals.

Through the establishment of a certification process for prevention specialists, the CCBADC seeks to define the essential role and functions of the prevention specialist in the chemical dependency continuum of care. This professional credential offers guidance to employers and consumers in the selection of prevention specialists and conversely provides the prevention specialist with the tool for marketing his or her unique skills and competence.

It is the belief of the CCBADC that demonstration of certain requisite knowledge and skills is related to the quality of services to the consumer. Thus, the California prevention specialist certification process is based upon specific measurable competencies. In addition to demonstrating the knowledge and skill competencies described herein, applicants must also meet established education and experience requirements.

## **Definition**

A prevention specialist is a professional who uses a specialized set of knowledge, experience, training and skills to encourage healthy attitudes and behaviors which prevent the abuse of alcohol and other drugs. The role of the prevention specialist, as defined in the six Core Functions of the Prevention Specialist, is to empower individuals and communities to assess needs and to develop and implement strategies that effectively meet those needs.

The CCPS Manual contains information you will need to become certified, and will also be very useful after the certification process. Please keep this handbook to use as a referral source.

## **Purpose**

The establishment of standards and a system of voluntary professional certification assures the opportunity for continued growth and development for prevention specialists in the chemical dependency field. The purpose of the prevention certification process includes but is not limited to:

1. To promote credibility of prevention professionals;
2. To assure the public of a minimal level of competency in prevention services;
3. To promote the delivery of competent, professional prevention services;
4. To establish a recognized credential of professional competency which will allow for national reciprocity;
5. To establish guidelines for new prevention specialists; and
6. To promote continued professional development for the prevention specialist.

## CORE FUNCTIONS OF THE PREVENTION SPECIALIST

The following table outlines the recommended minimum knowledge base requirements for the California Certified Prevention Specialist. The minimum hours in each core area is reflective of the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. written certification examination for prevention specialists. Applicants for prevention certification must document and verify at least the minimum required hours for each core area. A minimum of fifty hours must be from (\*) topics. Applicants are encouraged to seek training in all elements of each core area and to document all verifiable training received. At least fifty percent (50%) of all training documented must be acquired within five years prior to submission of the application for the credential.

core functions

<p><b>Core Area I Planning &amp; Evaluation:</b></p> <p><i>Minimum hours: 10</i></p> <ul style="list-style-type: none"> <li>A. Planning</li> <li>B. Evaluation Theory &amp; Procedure</li> <li>C. Community Assessment &amp; Data Collection</li> <li>D. Evaluation</li> <li>E. Grant &amp; Proposal Writing</li> </ul>	<ul style="list-style-type: none"> <li>C. Working with Volunteers</li> <li>D. Prevention Program Development</li> </ul>
<p><b>Core Area II Education &amp; Skill Development:</b></p> <p><i>Minimum hours: 40</i></p> <ul style="list-style-type: none"> <li>A. Human Development</li> <li>B. Teaching and Training</li> <li>C. Public Speaking</li> <li>D. Pharmacology*</li> <li>E. Theories of Addiction*</li> <li>F. Signs &amp; Symptoms of ATOD Abuse and Dependence*</li> <li>G. HIV/AIDS+ (6 hours)</li> <li>H. ATOD Prevention Resources &amp; Models/ Historical Perspectives*</li> <li>I. Supervisory/Management Skills</li> </ul>	<p><b>Core Area IV Public and Organizational Policy:</b></p> <p><i>Minimum hours: 10</i></p> <ul style="list-style-type: none"> <li>A. Marketing</li> <li>B. Written Communication</li> </ul>
<p><b>Core Area III Community Organization:</b></p> <p><i>Minimum hours: 10</i></p> <ul style="list-style-type: none"> <li>A. Community Capacity Building</li> <li>B. Networking</li> </ul>	<p><b>Core Area V Professional Growth &amp; Responsibility:</b></p> <p><i>Minimum hours: 10</i></p> <ul style="list-style-type: none"> <li>A. Systems Approach to Prevention</li> <li>B. Group Facilitation</li> <li>C. Prevention Ethics (6 hours)</li> <li>D. Rules and Regulations</li> <li>E. Family Dynamics</li> <li>F. Cultural Diversity</li> </ul> <p><i>Additional hours in any core area: 20</i></p>
<p><b>Total Minimum Hours of Training/Education Required: 100</b></p>	

# Applying for the CCPS

## Requirements for CCPS

### Applicant must live or work in California

The CCPS credential which is reciprocal (certification is transferable to other states that belong to the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. and offer a reciprocal prevention credential) and requires:

- // One year (2,000 hours) of ATOD prevention experience
- // 100 hours approved prevention training (50 hrs. ATOD specific) and six hours of prevention specific ethics education.
- // 120 hours of practicum experience in the five performance domains (minimum of 10 hours in each)
- // 3 letters of reference; one from former or current supervisor and two from peers (Letters must attest to applicant's knowledge, experience and character)
- // Signed Ethics Code & Consent to Release Information
- // Passing of an ICRC approved written examination

Acceptable experience can be either volunteer or paid employment in which the applicant spends his/her time providing direct drug and alcohol prevention services/activities or that the applicant spends his/her time providing supervision of prevention services/activities. All relevant employment must be verified with letters from employers/volunteer coordinators, specifying alcohol, tobacco and other drug prevention related duties. NOTE: In the case of part-time positions 2000 hours equals one year of experience.

Hours of education/training are measured at 60 min.= 1 Clock hour. College credits are measured by the hours described on official college transcripts with a typical 3-credit semester course =45 clock hours and a 3 credit quarter course = 30 hours. 1 Clock hour = 1 CEU.

**CCBADC does not discriminate against any applicant on the basis of race, sex, age, disabilities, national ancestry, religion, sexual orientation, or economic condition.**

## Fees

### Application Fee (Portfolio Processing)

\$178 - CAADAC Members

\$300 – Non Members

### Re-certification Fee

\$176 CAADAC Members

\$645 Non Members

### Examination Fee

\$124 CAADAC Members

\$200 Non Members

Certification will be granted contingent upon documentation of eligibility, submission of all required application and successful completion of the written examination. The following outlines the application, review and approval process.

1. Read the entire application packet/manual thoroughly.
2. Fill out all parts of the application. Print legibly or type application. Be sure to include all required attachments.
3. Ask three (3) individuals who know you professionally to write letters of reference for you. One of these individuals must be your immediate supervisor. The selected individuals must send their letters to the CCBADC Office prior to your application arriving.
4. Attach all required documentation to support your employment and education (i.e. letters from employers verifying your employment, current job description, transcripts, copies of training certificates, letters of attendance/participation).
5. A current job description is required. Job description must be dated and signed by applicant and supervisor and must reflect your actual job duties and responsibilities.
6. Complete and sign the Release page.
7. Sign the Code of Ethics.
8. Verify the completeness of your application by using the "CCPS Checklist" on page 2 of this manual.
9. When application packet is completed, send all materials and application fee to CCBADC (fee must accompany application).
10. Once application is approved, you will be notified of the next available date and location for the written exam.

how to apply

## Questions?

Call the CCBADC Office at (916) 368-9412  
Monday through Friday, 9:00 a.m. until 4:00 p.m.

## 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:**

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 and approved all continuing education credits and the \$105/\$425 re-certification fee. THERE WILL BE NO EXCEPTIONS.

By the anniversary date, CCBADC needs to have received Re-certification fees and extension or INACTIVE fees. THERE WILL BE NO EXCEPTIONS.

If a completed re-certification application and the appropriate CCPS fee and/or INACTIVE STATUS FEE have not been received by CCBADC by the anniversary date, the prevention specialist shall be notified that certification has expired. In this case, the prevention specialist must begin the process of certification again by paying the Application Fee, applying for certification according to requirements, paying the appropriate examination fee and taking the Written Test again.

# *Inactive Status*

## **VOLUNTARY INACTIVE CERTIFICATION STATUS**

Inactive certification status is intended for the Certified Prevention Specialist who is currently not working as a prevention specialist, yet plans to return to the ATOD field within two years (Additional time must be requested in writing to the CCBADC).

### **Instructions:**

Applicants for Inactive Status must notify the CCDADC of the intent to secure inactive status. The CCBADC will provide an inactive status application to be completed and submitted to the CCBADC. A fee of twenty-five (\$25) dollars must accompany application. Inactive Certification Status card (valid for two (2) years) will be issued to the Certified Prevention Specialist.

### **Fees:**

The following fees must be remitted in order to obtain inactive certification status and reactivation of certification.

1. The fee for inactive certification status will be 30.00. To maintain inactive certification status, the fee shall be due bi-annually on the inactive certification status expiration date.
2. The reactivation of certification fee will be \$175.00 for CAADAC members and \$645 for Non-members. \$100 for those with multiple credentials (CCB credentials)

### **Rights, Limitations and Responsibilities:**

1. Individuals on inactive certification status are not eligible for reciprocity.
2. Inactive individuals are expected to subscribe to any of the aspects of the CCBADC Code of Ethics which are applicable during the period of inactive certification status.
3. While on inactive status a Certified Prevention Specialist may not use the acronym CCPS after their name, except for the purposes of seeking employment in the field of prevention (for example, on a job application or resume). The inactive individual must notify CCBADC immediately upon returning to work in the prevention field. Failure to notify the Board within thirty (30) days of returning to prevention employment will constitute a violation of the CCBADC Code of Ethics and will result in referral to the Board's Ethics and Appeals Committee for investigation, in accordance with the procedures outlined in the Code of Ethics.

### **Reactivation:**

Individuals must notify the CCBADC of the intent to re-activate certification. The CCBADC will provide a re-certification application. The Prevention Specialist must complete the application and document thirty (30) hours of CAADAC provider approved continuing education. The appropriate re-certification fee must accompany application.

At the next scheduled regular CCBADC Board meeting, the request for reactivation will be considered. The applicant will be notified of the decision within two weeks of the meeting.

# ***Disciplinary and Appeal Procedures***

## **Purpose:**

The following process is established to provide an avenue through which persons can file complaints about the professional conduct of certified preventionists or an applicant to the CCBADC certification system. This process is to be used to adjudicate complaints that have been found to be irreconcilable through other means. Prior to employing this process, persons are encouraged to attempt to resolve the situation through other means. If these means fail or do not satisfactorily resolve the circumstances, the ethical review process may be the appropriate vehicle for addressing the complaint.

## **Authority of the Ethical Review Board (ERB)**

The convened Ethical Review Board (ERB) has the authority to: investigate a complaint, mediating when possible; determine the validity of the complaint; conduct a hearing on valid complaints; recommend a disposition on a valid complaint to the Certification Board; and dismiss invalid complaints.

## **Rules & Policy**

The ERB has access to relevant files of Certified Prevention Specialist's in the CAADAC office. The respondent and complainant will be notified that the ERB has opened their files and for what purposes. The ERB may not meet or take action without the presence of a quorum. Three voting members shall constitute a quorum. All information and communications pertaining to the ethical review process shall be held confidential by CCBADC Board members, ERB members and all staff members. The ERB may request a continuance on the time frames from the Certification Board. The ERB may grant continuances to the complainant/respondent. In the event the complainant withdraws the complaint, the ERB reserves the right to proceed to consider the circumstance in the interest of the profession.

## **Basis of Complaint:**

Complaints may be filed against a certified preventionist or an applicant to the CCBADC administered certification system for a violation of the Code of Ethics of the certified preventionist.

## **Filing a Complaint:**

Any individual may file a complaint against a certified prevention specialist or against someone seeking certification by submitting a written complaint, which includes:

1. The full name and address of the complainant;
2. The full name, address and telephone number of the respondent; and
3. A concise statement of the facts which clearly and accurately describe the allegations against the respondent. Whenever possible, the complainant shall identify the specific Principle violated.

The complaint shall be sent by first class mail to:

CCBADC Ethic Review Board  
3400 Bradshaw Road, Suite A-5  
Sacramento, CA 95827

Once a complaint has been filed with the CCBADC board, no one must attempt to influence members of

the board on the issue outside the official procedures allowed for the ethical review process.

### **Handling of the Ethical Complaint:**

Once a written complaint is received by the chairperson of the Certification Board, the chairperson or his/ her designate will determine if it has been filed in the proper form. This determination will be made within three (3) working days of the date of receipt of the written complaint by the chairperson.

If the complaint has not been filed in the proper form, it shall be returned to the complainant with an explanation of why the complaint was not accepted and with recommendations of what is necessary to bring the complaint into compliance with CCBADC rules.

If the complaint has been filed in the proper form, the Chairperson of the Certification Board will appoint an ERB and the Certification Board will appoint a Certification Board Liaison to it. The complaint will be transmitted to this Board within fifteen (15) days of the receipt of the complaint.

The ERB will acknowledge; in writing, to the complainant the receipt of the complaint. The ERB shall meet within thirty (30) days of the receipt of the complaint. The purpose of this meeting will be to determine if the complaint merits consideration and investigation. The parties' right to be present will apply ONLY to the formal hearing. The ERB will notify the complainant, in writing, if the complaint is found to be of merit or if the complaint has been dismissed, within ten (10) days of its findings. Upon receipt of this written statement, the ERB will determine if the complaint merits further investigation or dismissal.

In the written statement, the respondent may choose to indicate that he/she does not plan to contest the complaint and may waive the right to a hearing. In such instance, the Board will recommend a disposition and remand the case to the Certification Board for action within thirty (30) days of the receipt of the respondent's written statement to the ERB. If no written response is received, and/ or if the respondent refuses to cooperate with the ERB, the Board may rule in favor of complaint.

### **Hearing Procedure:**

The hearing shall be convened at a time and place reasonable convenient to the respondent, complainant, and the ERB. The complainant and respondent shall be notified in writing of the date, time, and location of the hearing. The complainant and respondent also shall be notified of their rights in relation to the hearing. These rights include: the right to be present and to present evidence; the right to have witnesses present; the right to cross-examine; and the right to be represented by counsel at one's own expense; the right to file a notarized written statement in lieu of appearing at the hearing; the right to request a postponement or a rescheduling of hearing; and the right to be notified of the outcome of the hearing process and to be notified of the disposition of the complaint. The hearing shall be conducted and moderated by the Ethical Review Board.

### **Hearing Policy**

Parties may request that a record verbatim (transcript) be taken of the hearing. The party making the request, however, must bear the expense of having that record taken. All written materials related to the complaint shall be maintained in the CCBADC office. Failure of the complainant to appear or participate in the hearing may result in the dismissal of the complaint.

The ERB may invite additional parties to the hearing. These parties should be restricted to individuals who have first-hand knowledge of the situations that led to the complaint. If the Board makes such requests for attendance, CCBADC will bear the expense of travel costs for those individuals.

The ERB reserves the right to interview other persons in reference to the complaint. The ERB shall notify the complainant and respondent at the hearing of the identities of those who have been contacted and consulted in reference to the investigation of the complaint. The ERB shall not be bound by the common law or statutory rules of evidence.

### **Ethical Review Board Responsibilities Following the Hearing**

Within thirty (30) days of the conclusion of the hearing, the ERB shall forward to the chairperson of the Certification Board its written report. The report shall include the following: a summary of the case; a reconstruction of the process used by the ERB to handle, the complaint; the rationale for the recommended disposition; the ERB's recommendation for the disposition of the case, which will be one of the following:

- a. Dismissal of the charge(s)
- b. Reprimand and recommendation that certification be granted
- c. Recommendation certification be denied
- d. Recommendation certification be denied, but with a specified time period for new application's to be considered.

Any member of the ERB may file a written minority report to the Certification Board.

### **Disposition of Complaints**

The Certification Board shall review the report(s) and recommendation(s) of the ERB at the Certification Board's next regularly scheduled meeting. Any member of the ERB may be present at this meeting. The Certification Board shall within ten (10) days of its meeting issue written findings and the disposition of the complaint.

The Certification Board may take one of the following actions: dismiss the charge(s); issue a reprimand and grant certification; deny certification; deny certification, but with a specific time period for a new application to be considered; return the report to the ERB for further consideration with specific directives; adjourn the ERB that reviewed the complaint and convene a new ERB to review the work of the original Board, and to report its recommendation to the Certification Board within thirty (30) days.

The complaint and respondent will be notified in writing by the Certification Board of these findings and of the disposition. The respondent shall be notified in writing that the Certification Board's decision may be appealed.

### **Appeals**

The person whose complaint has been dismissed by the Certification Board may appeal the Certification Board's decision to the Board of Directors according to the 'Appeal Process' as outlined herein.

The Individual must file an appeal within thirty (30) days of the notification of the Certification Board's action. An individual shall be considered notified three (3) days after the relevant date of mailing by Certified Mail, Return Receipt Requested. When hearing the appeal, the Board of Directors may take any of the following actions: uphold the decision of the Certification Board; rule that the Certification Board's decision is valid, yet impose a lesser/greater form of censure; overrule the Certification Board's decision, while still affirming the validity of the process.

### **The Appeal Process**

The appeal process for those refused or not receiving certification, or those denied certification renewal, or those having certification suspended or revoked, or for any other

Certification Board ruling, will consist of the individual petitioning the Board of Directors. The purpose of appeal is solely to determine if the Certification Board has accurately, adequately and fully reviewed the applicant's complaint.

The petition requesting an appeal must be made in writing, to the chairperson of the Certification Board, within thirty (30) days of the notification of the Certification Board's action. A person shall be considered notified three (3) days after the relevant date of mailing by CAADAC by Certified Mail, Return Receipt Requested.

The chairperson of the Certification Board or a person designated by the chairperson, shall formally acknowledge the receipt of the appeal request within three (3) days of its receipt in the CCBADC principle office. The chairperson of the Certification Board, or his/her designate, shall, within thirty (30) days, transmit the appeal request to the Appeal Committee of the Board of Directors, who in turn, shall conduct a hearing to determine if the appeal should be heard by the Board of Directors. The Appeal Committee shall schedule that hearing within ninety (90) days of the receipt of the appeal request by the Appeal Committee.

Notification of the time, place and date of the Appeal Committee hearing shall be sent by Certified Mail, Return Receipt Requested, to the person making the appeal request. The person making the appeal request has the right to appear at the hearing, has the right to counsel (at his own expense), and has the right to have witnesses present. The person requesting the appeal may request that the record of the proceedings be made. It is understood, however, that the person requesting the appeal must bear the expense of having such record taken.

After hearing the person's request for an appeal, the Appeal Committee, by a simple majority vote of the quorum, may forward the appeal to the Board of Directors with its recommendations, or may deny the request.

If the appeal request is denied by the Appeal Committee, the person making the appeal request is informed of his/her right to take the appeal directly to the full Board of Directors, against the advice of the Appeal Committee. The person making the appeal request shall notify the chairperson of CCBADC of a subsequent appeal request within thirty (30) days of the notification of the Appeal Committee Decision.

If the appeal is forwarded for action to the Board of Directors, the Board of Directors will review the case within 120 days. In reviewing the appeal, the Board of Directors has the power to: overturn the decision of the Certification Board; deny the appeal, thus upholding the decision of the Certification Board; or return the individual's file to the Certification Board with instructions and/or recommendations.

If returned to the Certification Board, the Certification Board has ninety (90) days to act on the Board of Directors' recommendations. The final decision on the case rests with a majority vote of the quorum of the Board of Directors. The person making the appeal shall be notified of the Board of Directors' decision within thirty (30) days of this action by the Board of Directors. Members of the Board of Directors, serving on the Certification Board at the time the action being appealed was made, shall not serve on the Appeal Committee or participate in any fashion in that appeal process.

## **Definitions**

### **Repeal:**

The repeal of certification shall be used to indicate that certification should not have been issued initially, and, therefore, certification is being withdrawn, In essence, or retracted. The

disposition of repeal should be used only in the following instances: when a respondent's certification has expired; when a respondent's certification is not 'in good standing' (i.e., fees have not been paid); when the Certification Board receives and rules on a complaint based on falsification of data submitted to obtain or retain certification.

**Suspension:**

A single suspension shall be effective for not less than sixty (60) days and not more than one hundred eighty (180) calendar days, the dates to be designated by the Certification Board.

The Certification Board may, at its discretion, stipulate that specific conditions be met prior to the removal of the suspension. The Certification Board shall be responsible for documenting that these conditions have been met. In all cases, the Certification Board shall review all suspensions at least twenty (20) days prior to the end of the suspension period. In the event that a counselor's certification expires during the suspension period, the counselor may submit his/her certification for renewal form at the end of his/her suspension period.

**Revocation:**

Revocation shall be invoked for a period of not less than twenty-four (24) months. The Certification Board may, at its discretion, stipulate that specific conditions be met prior to an individual making a reapplication for certification.

If an individual has had his/her certification revoked, the individual may reapply for certification after the minimum twenty-four (24) month period. The Certification Board's action on this reapplication shall be contingent upon the Certification Board's conviction that the situation that caused the revocation of certification had been corrected.



The  
California  
Certified Prevention Specialist  
Portfolio



**APPLICANTS FOR PREVENTION CERTIFICATION  
“CONSENT TO RELEASE INFORMATION”**

**To the California Certified Board of Alcohol and Drug Abuse Counselors  
(herein referred to as “CCBADC”):**

1. I have presented full information concerning education, licensure, certification, accreditation, prior experience, special skills and certificates, as well as full disclosure of any unfavorable history with regard to licensure and prior employment.
2. You are requested and permitted to seek from my present employer or any prior employer/institution/agency/person with which I have been associated; information concerning my professional competence and ethical character, including any knowledge or information as to whether my membership status or professional privileges have ever been suspended, revoked, reduced, or not renewed at any other agency or institution.
3. I hereby authorize CCBADC to consult with the professional staffs of other facilities with which I have been associated, and with any other persons who may have information on competence, character and ethical qualifications.
4. I hereby consent to CCBADC inspection of all records and documents that may be material to an evaluation for the certification requested.
5. I hereby release from liability all representatives of CCBADC for acts performed in good faith and without malice concerning the evaluation of my credentials.
6. I hereby release from any liability all individuals and organizations who provide information to CCBADC in good faith and without malice concerning my competence, ethics, character, and other qualifications for certification, including otherwise privileged or confidential information.
7. I understand that any misrepresentation, deliberate erroneous information, or omission of significant information relevant to my qualifications, and competence for certification now or in the future will result in negative action by CCBADC. This may include or up to denial of certification, suspension, or revocation of certification, or legal action.

---

**PRINTED NAME OF APPLICANT**

---

**SIGNATURE**

---

**DATE**

## Prevention Specialist Application Recommendation Tracking Form

Please provide the following information about persons providing letters of recommendation:

**Recommendation 1 (Supervisor):**

Mr. / Ms. NAME: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

-----  
**Recommendation 2:**

Mr. / Ms. NAME: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

-----  
**Recommendation 3:**

Mr. / Ms. NAME: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

## RECORD OF EDUCATION

The California Certified Prevention Specialist credential is reciprocal and transferable to other states that belong to the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse, Inc. and offer a reciprocal prevention credential. This credential requires verification of 100 contact hours of prevention-specific training. Fifty (50) hours this training must be specific to ATOD training.

List education received to-date. Please note that all college work must be supported by an official transcript. **Applicants must contact their respective academic institution(s) and request that official transcripts be forwarded directly to CCBADC.** Transcripts submitted by applicants cannot be accepted and will not be reviewed.

Note any special knowledge or training you have that you consider to be relevant. List any special licenses, certificates, professional organizations or awards you feel support this application.

FORMAL EDUCATION:	NAME AND LOCATION OF SCHOOL:	DATES ATTENDED	DATE GRADUATED:	DEGREE, CERTIFICATE (NUMBER OF CREDITS/ HOURS):
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
LEARNING INSTITUTE				

## **RECORD OF TRAINING**

List all training and academic courses that are relevant to core areas. Applicants must submit copies of training certificates or other verification of attendance and request that college transcripts be sent to CCBADC. Reproduce this form as needed to record all appropriate education. Attach certificates verifying training in the order in which courses are listed. Hours of education/training are measured at 60 min. = 1 Clock hour. College credits are measured by the hours described in official college transcripts.

<b>CORE AREA</b>	<b>ACTIVITY/COURSE</b>	<b>CLOCK HOURS</b>	<b>LOCATION/DATE</b>	<b>SPONSOR/TRAINER</b>

*(Duplicate this page before completing)*

**(Duplicate this page before completing)**

## **PREVENTION EXPERIENCE**

All relevant experience and/or supervision must be verified with letters from employers/volunteer coordinators, specifying alcohol, tobacco and other drug prevention related duties and responsibilities. NOTE: One year full-time equals 2,000 hours. List your most recent work experience first.

---

Name of Agency \_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Job Description: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

**Full Time   Part Time**  
Circle One

**Total Hours:** \_\_\_\_\_

---

Name of Agency \_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Job Description: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

**Full Time   Part Time**  
Circle One

**Total Hours:** \_\_\_\_\_

**PREVENTION EXPERIENCE CONTINUED:**

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_ **Full Time   Part Time**  
Circle One

\_\_\_\_\_ Immediate Supervisor

\_\_\_\_\_ **Total Hours:** \_\_\_\_\_

\_\_\_\_\_ Address

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
City State Zip Code Phone

Job Description: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_ **Full Time   Part Time**  
Circle One

\_\_\_\_\_ Immediate Supervisor

\_\_\_\_\_ **Total Hours:** \_\_\_\_\_

\_\_\_\_\_ Address

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
City State Zip Code Phone

Job Description: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

## SUPERVISED PRACTICAL TRAINING

To Supervisor: Please complete this form indicating applicant's supervised practical training in performing prevention functions.

---

Applicant's Name

---

Supervisor's Name

---

Agency Name

Length of time you provided direct supervision to this applicant: From \_\_\_\_\_ to \_\_\_\_\_

Based on your knowledge of this applicant, please rate his her performance in the domains below. CPS applicants must have a minimum of 120 hours of supervised practicum, with at least ten hours in each of the domains.

**Rating Scale:**    **0**=Unacceptable    **1** =Acceptable                      **2** =Excellent

### PREVENTION PERFORMANCE DOMAINS:

**I. Planning and Evaluation**    # Hours \_\_\_\_\_                      **Rating** \_\_\_\_\_

1. Use needs assessment strategies to gather relevant data for ATOD prevention planning.
2. Identify gaps and prioritize needs based on the assessment of community conditions.
3. Select prevention strategies, programs, and best practices to meet the identified needs of the community.
4. Develop an ATOD prevention plan based on research and theory that addresses community needs and desired outcomes.
5. Identify resources to sustain prevention activities.
6. Identify appropriate ATOD prevention program evaluation strategies.
7. Conduct evaluation activities to document program implementation and effectiveness.
8. Use evaluation findings to determine whether and how to adapt ATOD prevention strategies.

**II. Education and Skill Development #Hours \_\_\_\_\_ Rating \_\_\_\_\_**

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

**III. Community Organization #Hours \_\_\_\_\_ Rating \_\_\_\_\_**

1. Identify the community's demographic characteristics and core values.
2. Identify key community leaders to ensure diverse representation in ATOD prevention programming activities.
3. Build community ownership of ATOD prevention programs by collaborating with key community leaders/members when planning, implementing and evaluating prevention activities.
4. Provide technical assistance to community members/leaders in implementing ATOD prevention activities.
5. Develop capacity within the community by recruiting, training, and mentoring ATOD prevention-focused volunteers.
6. Assist in creating and sustaining community-based coalitions.

**IV. Public & Organizational Policy** #Hours \_\_\_\_\_ Rating \_\_\_\_\_

1. Examine the community's public policies and norms to determine environmental change needs.
2. Make recommendations to policy makers/stakeholders that will positively influence the community's public policies and norms.
3. Provide technical assistance, training, and consultation that promote environmental change.
4. Participate in public policy development and enforcement initiatives to affect environmental change.
5. Use media strategies to enhance prevention efforts in the community.

**V. Professional Growth and Responsibility** #Hours \_\_\_\_\_ Rating \_\_\_\_\_

1. Maintain personal knowledge, skills, and abilities related to current ATOD prevention theory and practice.
2. Network with others to develop personal and professional relationships.
3. Adhere to all legal, professional, and ethical standards.
4. Build skills necessary for effectively working within the cultural context of the community.
5. Demonstrate self-care consistent with ATOD prevention messages.

Supervisors Comments:

I highly recommend    I recommend    I recommend with reservation    I do not recommend

**I hereby attest that this evaluation truthfully reflects my knowledge of the above-named applicant and the indicated number of clock hours of supervised training in performing prevention functions have been received in each of the domains as outlined above.**

---

**SUPERVISOR SIGNATURE**

---

**DATE**

Do Not Return to Applicant,

**Please mail the completed evaluation directly to:**

**CCBADC  
3400 Bradshaw Road, Suite A5  
Sacramento, CA 95827**

# CCBADC Prevention Code of Ethics

## **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 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 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 within 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 copy-righted 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 than 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:

- 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 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.

---

**Signature**

**Date**

## **IC&RC PREVENTION WRITTEN EXAM RESOURCES OCTOBER 23, 2006**

### **Substance Abuse Prevention: The Intersection of Science and Practice**

Authors: Julie Hogan, Kristen Reed Gabrielsen, Nora Luna, and Denise Grothaus

ISBN: 0-205-34162-4

[www.ablongman.com](http://www.ablongman.com)

Allyn & Bacon

Can be purchased at Amazon.com

### **National Substance Abuse Specialist Training (SAPST):** April 2006

CSAP's Western CAPT

Link: [http://captus.samhsa.gov/western/resources/prevmat/sapst\\_pilot.cfm](http://captus.samhsa.gov/western/resources/prevmat/sapst_pilot.cfm)

The participant manual can be accessed, downloaded, and printed from this site.

### **Planning, Implementing, and Evaluating Health Promotion Programs:** 3<sup>rd</sup> Edition

Authors: James F. McKenzie and Jan L. Smeltzer

ISBN: 0-205-31915-7

[www.abacon.com](http://www.abacon.com)

A Pearson Education Company

160 Gould Street

Needham Heights, MA 02494

### **Preventing Drug Abuse Among Children and Adolescents:** 2<sup>nd</sup> Edition

National Institute on Drug Abuse

NH Publication No. 04-4212(B)

US Department of Health and Human Services

National Institute of Health

6001 Executive Boulevard

Bethesda, Maryland 20892

Also available in a smaller version: Preventing Drug Abuse Among Children and Adolescents (In Brief)

### **Resiliency: What We Have Learned**

ISBN: 0-914409-18-2

Copyright 2004 West Ed

[www.WestEd.org](http://www.WestEd.org)

Phone: 415-565-3000

Toll Free: 1-877-4WestEd

West Ed

730 Harrison Street

San Francisco, CA 94107-1242

### **Underage Drinking in the United States: A Status Report,** 2004

The Center on Alcohol Marketing and Youth

Georgetown University

2233 Wisconsin Avenue, DC 20007

[www.camy.org](http://www.camy.org)

Phone: 202-687-1019

### **Reducing Underage Drinking: A Collective Responsibility**

National Research Council Institute of Medicine

Editors: Richard J. Bonnie and Mary Ellen O'Connell

ISBN: 0-309-08935-2

The National Academic Press

500 Fifth Street, NW

Lockbox 285

Washington, DC 20055

[www.nap.edu](http://www.nap.edu)

Phone: 800-624-6242

Fax: 202-334-3313

**IC&RC PREVENTION WRITTEN EXAM RESOURCES (Continued)**  
**OCTOBER 23, 2006**

**CCPS**

**Assessment Primer: Analyzing the Community, Identifying Problems, and Setting Goals**

CADCA (Community Anti Drug Coalitions of America)  
National Community Anti Drug Coalition Institute  
[www.coalitioninstitute.org](http://www.coalitioninstitute.org)  
Phone: 1-800-54CADCA  
Published 2006

**Evaluation Primer: Setting the Context for A Drug-Free Communities Coalition Evaluation**

Community Anti-Drug Coalitions of America (CADCA)  
National Community Anti-Drug Coalition Institute  
[www.coalitioninstitute.org](http://www.coalitioninstitute.org)  
Phone: 1-800-54CADCA  
Published 2005

**Issues & Ethics In The Helping Professions, 6<sup>th</sup> Edition**

Authors: Gerald Corey and Marianne Schneider Corey  
ISBN: 0-534-35615-x  
Brooks / Cole  
511 Forest Lodge Road  
Pacific Grove, CA 93950 USA  
[www.brookscole.com](http://www.brookscole.com)  
Thomson Learning Academic Resource Center  
Phone: 1-800-423-0563

**Finding The Balance: Program Fidelity and Adaptation in Substance Abuse Prevention**

CSAP, June 2001

**Pathways to Effective Programs and Positive Outcomes**

US Department of Health & Human Services  
[www.samhsa.gov](http://www.samhsa.gov)  
June 2003

**Prevention Primer: An Encyclopedia of Alcohol, Tobacco, and Other Drug Prevention Terms**

CSAP, 1993

**Critical Incidents: Ethical Issues In Prevention and Treatment**

William C.White and Renee' Popovits