

CERTIFIED PREVENTION SPECIALIST Recertification Forms (Effective July 2018)

Recertification of Prevention Specialist is required every two years. There is a fee of **\$75.00** due on the certification date. In order to maintain professional growth a minimum of 40 hours of continuing education, **specific to the field of ATOD prevention**, is required every two years. Continuing education is defined as a goal directed event based on skill development and information dealing with the Prevention domains included here in. **Up to ten (10) hours of the continuing education can be ATOD treatment or Mental, Emotional or Behavioral Health (MEB) trainings which would provide a certified prevention specialist with knowledge for job efficacy.**

Applicants must complete the Recertification Form that documents and justifies the 40 hours of continuing education; submit copies of certificates of attendance/letter verifying attendance for each training. Justification must reference the IC&RC Prevention Domains that are included in this packet.

There is a one-cycle grace period. There is an additional \$30.00 fee for a late submission. Subsequent recertification date is two years from the original submission date.

The following sources for continuing education have been approved:

Source A – ATOD Prevention Related Workshops, Academic Courses or Seminars – 25 Hours MINIMUM, MAXIMUM 20 on-line training hours, MAXIMUM 10 hours of “in-house” training, Maximum of 10 hours of ATOD treatment or Mental, Emotional or Behavioral Health (MEB) training hours.

Training can come from a variety of sources including college courses, workshops, in-service, conferences, and seminars. All training must be validated by certificates or letter from the presenter. **Certificates/letters must contain the name of training, location, date(s) and hours of attendance and name of the presenter.** For college courses include transcript and course outline and specify topics and number of hours that apply to prevention. On-line interactive training events conducted by an accredited source where the content is relevant to ATOD prevention will be accepted if the justification and validation meet the above stated requirements. Since an original signature is not always available, all on-line courses must include a copy of the course description. **A maximum of 20 on-line training hours will be accepted for recertification. A maximum of 10 hours of “in-house” training will be accepted toward recertification. “In-house” training is defined as “by employee for employee”. A maximum of 10 hours of ATOD treatment or Mental, Emotional or Behavioral Health (MEB) training hours are allowed. Additionally, a course or workshop will not be accepted more than once for recertification documentation if taken within a two-year period.**

Source B – Teaching/Training – 10 Hours Maximum

ATOD prevention teaching or training must be verified by a supervisor or a letter from the agency that requested the training. The letter must contain the title of training, location, dates training occurred, and number of actual training hours and the signature of the person requesting the training. The training must be on the level of TOT, Statewide, National, or International Workshops/Trainings.

Source C – Professional Reading – 3 Hours Maximum

The pertinent information documents the title, author, publisher, content, and relevance for ATOD prevention. Include the dates the material was read and list the **total** clock hours involved. The total hours may exceed the 3 hour minimum.

Source D – Writing – 10 Hours Maximum

Published material written for a national professional publication specific for the field of prevention is accepted. A copy of the published article must be submitted with the recertification form.

Source E – ATOD Prevention Board Service – 10 Hours Maximum

Board service involves serving on a Board where the emphasis is on the field of **prevention**. Board service will be recognized when attendance at meetings are verified by the signature of the Chair or Vice-Chair of Board.

Source F – Supervision of a CPS candidate outside of your agency – 10 Hours Maximum. Providing supervision to a CPS candidate outside of your own agency requires the completion of the supervisory log that is included on the recertification documentation sheet under source F.

**NOTE: Justification must refer to the IC&RC Prevention Domains
Send completed form with \$75.00 fee to: KCBPP, 219 Old Towne Road, Louisville, KY 40214-4370**