

## Supervised Practical Training Worksheet

Certified Prevention Specialists/Consultants must have 120/240 hours of direct supervision performing ATOD prevention functions related to the IC&RC Prevention Performance Domains, with at a minimum of 10 hours in each of the five domains. Effective April 1, 2011, the person(s) supervising the applicant must be a CPS-M / CPS-R or CPC-M / CPC-R or work in collaboration with a MCBAP certified Prevention Specialist/Consultant. **This worksheet is to aid in the supervision process and should be retained by the applicant/supervisors.**

<b>Domain: Planning and Evaluation JOB TASK</b>	<b>Hours</b>	<b>Dates / Activities / Notes</b>
1.1 Assess community needs by collecting the most current local data through systematic assessment methods in order to provide relevant data for the planning process.		
1.2 Develop a prevention plan by facilitating a planning process that considers the findings of the needs assessment in order to prioritize needs and guide program selection.		
1.3 Select strategies by reviewing professional literature for effective programs and practices in order to meet the needs of the target population.		
1.4 Apply sound prevention theory and practice by adapting or developing programs in order to meet the identified needs of the target population.		
1.5 Identify financial sources through networking, workshops, and research in order to fund prevention projects.		
1.6 Review evaluation options through consultation and research in order to determine an appropriate evaluation method.		
1.7 Conduct evaluation activities of the prevention program using the selected measurement tools to determine program effectiveness.		
1.8 Document project activities and outcomes using an appropriate reporting system in order to demonstrate accountability.		
1.9 Refine the prevention program by reviewing and incorporating findings of the evaluation in order to enhance program effectiveness.		

<p align="center"><b>Domain: Education and Skill Development</b> <b>JOB TASKS</b></p>	<p align="center"><b>Hours</b></p>	<p align="center"><b>Dates / Activities / Notes</b></p>
<p>2.1 Tailor education and skill development activities by gathering information about the knowledge and skill levels of the intended audience in order to maximize program effectiveness.</p>		
<p>2.2 Connect prevention theory and practice by using current research and program models in order to prepare effective education and skill development activities.</p>		
<p>2.3 Maintain fidelity when replicating research-based prevention programs by implementing them faithfully or making only adaptations that do not compromise program integrity in order to ensure program effectiveness.</p>		
<p>2.4 Deliver culturally competent education and training by working with representatives from the intended audience to identify appropriate content, methods, resources, materials, and evaluation tools.</p>		
<p>2.5 Conduct education and skills development activities by employing appropriate training techniques in order to address the educational needs of the intended audience.</p>		
<p>2.6 Educate consumers by providing accurate, relevant, and appropriate information about ATOD abuse and related problems in order to encourage healthy lifestyles.</p>		
<p>2.7 Disseminate appropriate information by identifying, adapting, or creating prevention materials in order to respond to requests for prevention information and prepare for education and training activities.</p>		
<p>2.8 Provide prevention information to professionals in related fields through appropriate means to increase their understanding of prevention and ATOD-related problems.</p>		

<p align="center"><b>Domain: Community Organization</b> <b>JOB TASKS</b></p>	<p align="center"><b>Hours</b></p>	<p align="center"><b>Dates / Activities / Notes</b></p>
<p>3.1 Define the community by identifying its demographic characteristics and core values for the purpose of providing appropriate prevention services.</p>		
<p>3.2 Identify key community members using informal and formal processes in order to determine community readiness and ensure diverse participation.</p>		
<p>3.3 Engage community leaders by including them in the planning process in order to foster participation and ownership in achieving prevention goals.</p>		
<p>3.4 Identify prevention needs and resources within the community by collecting relevant information in order to provide a foundation for a sound and culturally appropriate plan.</p>		
<p>3.5 Develop a prevention plan in accordance with appropriate prevention theory by collaborating with community members to achieve the identified goals.</p>		
<p>3.6 Support the community by providing technical assistance in order to implement a plan for achieving prevention goals.</p>		
<p>3.7 Develop the capacity of the community through ongoing mentoring and training to sustain positive change resulting from the prevention project.</p>		

<p align="center"><b>Domain: Public and Organizational Policy</b> <i><b>JOB TASKS</b></i></p>	<p align="center"><b>Hours</b></p>	<p align="center"><b>Dates / Activities / Notes</b></p>
<p>4.1 Identify policy makers using formal and informal processes in order to influence prevention policies and cultural and social norms.</p>		
<p>4.2 Plan policy initiatives working in collaboration with appropriate community groups and other organizations in order to implement policy change.</p>		
<p>4.3 Gain the support of decision makers by informing them about effective prevention practice in order to influence policy development.</p>		
<p>4.4 Establish working relationships with media by serving as a credible resource in order to develop public support for effective prevention policy.</p>		
<p>4.5 Promote advocacy for prevention by conducting prevention awareness campaigns to strengthen public and organizational policy and norms.</p>		

<p align="center"><b>Domain: Professional Growth and Responsibility</b> <b><i>JOB TASKS</i></b></p>	<p align="center"><b>Hours</b></p>	<p align="center"><b>Dates / Activities / Notes</b></p>
<p>5.1 Attain knowledge of current research-based prevention theory and practice by participating in appropriate educational opportunities and reviewing current literature in order to provide effective prevention services.</p>		
<p>5.2 Model collaboration by networking with colleagues, other professionals, individuals, and community organizations to ensure effective prevention services.</p>		
<p>5.3 Practice ethical behavior by adhering to legal and professional standards to protect the consumer and promote the integrity of the profession.</p>		
<p>5.4 Recognize existing community norms through awareness of culture, lifestyle, and other factors in order to ensure sensitivity to the unique needs of the community.</p>		
<p>5.5 Develop cultural competence through education, training, guided practice and life experience to ensure inclusion of diverse populations and achieve the highest level of professional skill relative to the community.</p>		