

# **Certified Prevention Specialist/Consultant Education and Continuing Education Application and Instruction**

## **Description**

The Certified Prevention Specialist (CPS) and Certified Prevention Consultant (CPC) certification is a nation wide program of prevention practitioner development and quality assurance operated by the Michigan Certification Board for Addiction Professionals.

The application form and instructions contained here are to enable presenters of educational events to obtain approval for their events as meeting criteria that satisfy education and continuing education requirements for the CPS and CPC. To be accepted for application toward the CPS and CPC educational requirement and the CPS and CPC continuing educational renewal requirement, education and training must meet criteria described in the following section. Providers must submit the complete application, the requested documentation and the required fee to the mailing address on the application form. Allow four weeks for review.

## **Criteria**

1. The goals and objectives of the event must be relevant to the IC&RC Prevention Performance Domains and Job Tasks:

Planning and Evaluation  
Community Organization

Education and Skill Development  
Public and Organizational Policy

Professional Growth and Responsibility

## **Performance Domains and Job Tasks**

### **Domain I – Planning and Evaluation**

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.
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.
3. Select strategies by reviewing professional literature for effective programs and practices in order to meet the needs of the target population.
4. Apply sound prevention theory and practice by adapting or developing programs in order to meet the identified needs of the target population.
5. Identify financial sources through networking, workshops, and research in order to fund prevention projects.

6. Review evaluation options through consultation and research in order to determine an appropriate evaluation method.
7. Conduct evaluation activities of the prevention program using the selected measurement tools to determine program effectiveness.
8. Document project activities and outcomes using an appropriate reporting system in order to demonstrate accountability.
9. Refine the prevention program by reviewing and incorporating findings of the evaluation in order to enhance program effectiveness.

## **Domain II - Education and Skill Development**

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.
2. Connect prevention theory and practice by using current research and program models in order to prepare effective education and skill development activities.
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.
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.
5. Conduct education and skills development activities by employing appropriate training techniques in order to address the educational needs of the intended audience.
6. Educate consumers by providing accurate, relevant, and appropriate information about ATOD abuse and related problems in order to encourage healthy lifestyles.
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.
8. Provide prevention information to professionals in related fields through appropriate means to increase their understanding of prevention and ATOD-related problems.

## **Domain III. Community Organization**

1. Define the community by identifying its demographic characteristics

and core values for the purpose of providing appropriate prevention services.

2. Identify key community members using informal and formal processes in order to determine community readiness and ensure diverse participation.
3. Engage community leaders by including them in the planning process in order to foster participation and ownership in achieving prevention goals.
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.
5. Develop a prevention plan in accordance with appropriate prevention theory by collaborating with community members to achieve the identified goals.
6. Support the community by providing technical assistance in order to implement a plan for achieving prevention goals.
7. Develop the capacity of the community through ongoing mentoring and training to sustain positive change resulting from the prevention project.

#### **Domain IV - Public and Organizational Policy**

1. Identify policy makers using formal and informal processes in order to influence prevention policies and cultural and social norms.
2. Plan policy initiatives working in collaboration with appropriate community groups and other organizations in order to implement policy change.
3. Gain the support of decision makers by informing them about effective prevention practice in order to influence policy development.
4. Establish working relationships with media by serving as a credible resource in order to develop public support for effective prevention policy.
5. Promote advocacy for prevention by conducting prevention awareness campaigns to strengthen public and organizational policy and norms.

#### **Domain V - Professional Growth and Responsibility**

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.

2. Model collaboration by networking with colleagues, other professionals, individuals, and community organizations to ensure effective prevention services.
3. Practice ethical behavior by adhering to legal and professional standards to protect the consumer and promote the integrity of the profession.
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.
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.

Contact Hour: A continuing education (CE) contact hour = 60 Minutes of formal, direct, instructional time with not more than 10 minutes scheduled for breaks. Events less than 60 minutes in length will not be eligible for credit. Events offering social work or nursing continuing education credits should apply the same hours calculation for MCBAP credits.

MCBAP recognizes education events for their total number of hours of actual instruction of each session or event, subtracting time for any breaks over 10 minutes in duration; not more than 10 minutes of scheduled breaks in any 60-minute period. Total time rounded to the nearest full ¼ hour (rounded down). Examples: 60 minutes – 5 minute break = 1 CE hour. 90 minutes – 10 min. break = 1.5 CE hours. Seminar 6 hours (360 min) on the clock with two 15 minute breaks (-30) and 1 hour lunch (-60) = 4.5 CE hours (270 min).

2. Participants must demonstrate attainment of the goals and objectives by completing one of the following:
  - a. Output Product: through successful completion of the culminating output product (test, demonstration, paper, etc.) Only one posttest needs to be administered per education/training event to meet the testing requirements for CPS or CPC Continuing Educational Unit (CEUs)
  - Or**
  - b. Evaluation Form: participants must be provided an opportunity to evaluate both the event and the instructor at the conclusion, before the result of the output product (if one is used) is made known.
3. Participants must be provided with certificates of completion which minimally include:
  - the participant's name,
  - the name of the organization presenting the event,
  - the date(s) of participation,
  - the title of the event, and
  - the number of contact hours.
4. The education and training planning committee for each event must include: at least one

professional active full-time in either substance abuse treatment or in a prevention program.

5. Education and training presenters must have education and/or experience, which is relevant to substance abuse treatment or prevention. Include in your application the presenter for each workshop and attach a vita or resume for each.

## **Resubmitting Application Previously Approved**

To obtain approval for previously approved education events, which are being offered again:

1. Submit a photocopy of the previously approved education event application and a letter stating that the workshop is the same as previously approved,

OR

2. Submit a photocopy of the previous letter of approval and a letter stating that the workshop is the same as previously approved.\*

Regardless of which of the above options is used, the processing fee is still required. \*Calculate CE contact hours using current format (1 hour = 60 minutes).

## **Educational Calendar**

A calendar listing upcoming MCBAP-approved training events is posted weekly to our website at [www.mcbap.com](http://www.mcbap.com).

## **Canceled or Postponed Workshop**

If a workshop is canceled or postponed, written notification of the cancellation or postponement and new date(s) should be sent the Michigan Certification Board for Addiction Professionals at the following address. The postponement of a training will not require additional paperwork or fee.

MCBAP  
616 S. Creyts Rd, Suite A  
Lansing, MI 48917

## **Fee**

A non-refundable fee is required for processing. The fee must be submitted with the application. The processing fee applies to each date the event is offered.

4 hours or less	\$15.00
More than 4 hours-up to 8 hours	\$25.00

**Application for Approval of Education and  
Continuing Education Event  
for the Certified Prevention Specialist/Consultant**

This application and all supporting documentation **must be typed**. Attach additional pages as needed. Identify the section number for all attachments.

**Section I**

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Name of Organization Submitting Application

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Name of Person Submitting Application

Registration Phone Number

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Street Address

City

State

Zip Code

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Title of Education or Training Event

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Number of Contact Hours

BSAS License Number (if applicable)

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Date(s) to be offered

Location (City/State) of Event

**Section II**

Attach a list of Education Goals(s) and Objectives(s) and a copy of the schedule or agenda for the workshop with specific times. Culminating Output Product(s) (test, demonstration, paper, etc.): or participation evaluation. Attach a copy.

Attach a blank copy of the certificate of completion which includes: The participant's name, the name of the organization sponsoring the event, the date(s) of participation, the title of the event, and the number of contact hours. Attach a copy of the event's evaluation form(s).

**Section III**

List the name(s) of each person on the planning committee for this education event. Indicate the organizational affiliation and attach a current resume' for each person listed.

**Section IV**

List the presenter(s) for each workshop and attach a resume' or vita for each.

**Section V**

The person signing below attest that he/she is legally authorized to sign on behalf of the organization sponsoring the education event and that all information and documentation submitted is true and accurate.

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Signature of Person Completing the Application

Date

Attach non-refundable application fee here. **(1.0 – 4.0 hours = \$15.00  
5.0 – 8.0 hours = \$25.00)** Mail completed application, documentation and fee to:

MCBAP  
616 S. Creyts Rd, Suite A  
Lansing, MI 48917