

**Michigan Certification Board for Addiction Professionals**

**APPLICATION INSTRUCTIONS**

**For**

**Certified Prevention Specialist  
(IC&RC reciprocal)**

**CPS**

# Introduction

Individuals applying for the CPS (IC&RC reciprocal) credential must complete and provide verification of all requirements outlined in this manual including the IC&RC Prevention examination.

Alcohol, Tobacco and Other Drug (ATOD) Prevention certification was developed in the State of Michigan to provide standards of professional preparation for substance abuse prevention providers that meet or exceed the standards recognized by the International Certification & Reciprocity Consortium (IC&RC) as appropriate for substance abuse prevention specialists.

The purpose of prevention certification is to promote consumer protection and public confidence by assuring that ATOD prevention services are being provided by appropriately qualified individuals. For the provider, prevention certification gives recognition to the special experience, education and skills of the prevention provider, encouragement for professional growth and development, and an internationally recognized professional credential.

This application manual contains the requirements, procedures and application forms for the Certified Prevention Specialist credential offered through the Michigan Certification Board for Addiction Professionals (MCBAP.)

The **Certified Prevention Specialist (CPS)** certification is for substance abuse prevention practitioners with at least one year of prevention experience. It is a credential which meets the IC&RC prevention specialist standard, is recognized as equivalent to the prevention specialist credential offered by member boards, and qualifies the holder for international reciprocal recognition as a qualified provider of ATOD prevention services.

**To apply for certification**, go to the **Forms** section of this manual. Instructions and application forms, including brief summaries of the requirements each form is intended to address, are included in that section. The remainder of this manual includes information and instruction details about each required area and should be consulted while the forms are being completed. Renewal requirements and instructions are contained in the Renewal section.

# Table of Contents

<b>Submission</b>	<b>Submission &amp; Review</b>
<b>Overview</b>	<b>Overview of Requirements CPS</b>
<b>Experience</b>	<b>Experience Description</b>
<b>Education</b>	<b>Education Description</b>
<b>Supervision</b>	<b>Supervised Practical Training Description</b>
<b>Testing</b>	<b>Testing &amp; Review IC&amp;RC Prevention Exam</b>
<b>Ethics</b>	<b>Residency &amp; Code of Ethics Description</b>
<b>IC&amp;RC</b>	<b>Reciprocity &amp; IC&amp;RC Certification</b>
<b>Renewal</b>	<b>Renewal Overview Requirements</b>

# **Certified Prevention Specialist (CPS)**

## **Submission**

# **Certified Prevention Specialist (CPS) Submission & Review**

The process of certification requires the submission of the enclosed forms and supporting documentation, please use black or blue ink only. Make copies of all documentatoin. Please submit, ***in its entirety***, the forms and supporting documentation as your application (***complete all certification requirements before submitting to MCBAP***).

Once the requirements have been met for the level of certification for which you are applying, submit all forms and documentation to:

**Michigan Certification Board for Addiction Professionals  
6639 Centurion Drive, Suite 170  
Lansing, MI 48917**

If you have used any name other than the name on the application please submit legal documentation of a name change along with the Prevention Application.

Materials submitted are considered property of the board and may be disposed of after 3 years.

Your application will be processed within 4 to 6 weeks. You will be notified of any deficiencies and given 90 days to make the needed corrections. After 90 days, your application will be disposed of and your certification/renewal fee forfeited.

If your application has been denied or found incomplete, you may file an appeal. The Appeal Form, found on [mcbap.com](http://mcbap.com), must be sent to the Executive Director within 30 days of the notification of the application denial.

If you have any questions, please contact the Michigan Certification Board for Addiction Professionals at (517) 347-0891 or [info.mcbap@gmail.com](mailto:info.mcbap@gmail.com).

# **Certified Prevention Specialist (CPS)**

## **Overview**

# Certified Prevention Specialist (CPS) Overview of Requirements

The CPS certification is an IC&RC reciprocal certification.

**Experience** - 2,000 hours full- or part-time experience providing Alcohol, Tobacco and Other Drug (ATOD) prevention services at a Michigan Department of Community Health (MDCH) licensed substance abuse prevention program.

**Education** - 120 contact hours required; at least 24 of the contact hours must be specific to ATOD Prevention and the remaining 96 contact hours may be related to the Prevention Performance Domains. Of the 120 contact hours, the following areas are recommended but not required: 45 hours specific to multi-cultural and/or specific populations awareness. Applicants must also complete six (6) contact hours of a face-to-face, MCBAP-approved Prevention Ethics training.

**Supervised Practical Training** - 120 hours of direct supervision performing ATOD prevention functions related to the IC&RC Prevention Performance Domains. A minimum of 10 hours must be spent in supervised activities in each Performance Domain.

**Testing and Review** - Successful completion of the IC&RC Prevention Specialist written examination.

**Code of Ethics** – Sign and adhere to the current ATOD Prevention Code of Ethical Standards.

**Residency** - Must live or work within the State of Michigan fifty-one percent (51%) of the time.

**Application** - When all standards have been met, submit your complete application to MCBAP for review. All documentation must be on copies of the forms provided and in the format specified in this manual to be applicable to this standard.

**Fee** - Submit \$150.00 non-refundable two-year certification fee (online application manual included.)

**Renewal** – Sixty-(60) hours of MCBAP approved continuing education training is required for a three (3) year certification, Forty-(40) hours for a two (2) year certification and, twenty- (20) hours of MCBAP approved continuing education training is required for a one (1) year certification, since the beginning of your previous certification period. At least fifty- (50%) percent of continuing education training must be specific to substance abuse. Submission of the signed Code of Ethics, a non-refundable fee of \$200 for a three-year renewal, \$145 for a two-year renewal, or \$85 for a one-year renewal and an additional late penalty fee if applying after the expiration date.

**NOTE:** there will be a \$25 renewal fee for each additional credential for those Individuals who hold more than one MCBAP certification when applying for a one-year period, \$40 when applying for a two-year period, and \$50 when applying for a three-year period.

# **Certified Prevention Specialist (CPS)**

## **Experience**



# **Certified Prevention Specialist (CPS) Experience**

## **Description**

To meet the experience standard the applicant must document 2,000 hours full- or part-time experience (2,000 hours is the equivalent of one (1) year of full-time work) in the field of prevention at a MDCH licensed prevention program. The experience must be in the IC&RC Prevention Performance Domains and may be paid or volunteer. All experience must be within the last ten years.

Experience at non-MDCH licensed prevention programs will be considered on a case-by-case review. Applicants must contact the Michigan Certification Board for Addiction Professionals to request an application form and procedures. Such experiences will be reviewed by MCBAP.

## **Process**

Applicants must use the Prevention **Documentation of Experience form (Form #3)** in this manual. Submit a separate form for each program where you have accumulated experience. Submit copy of formal job description.

# **Certified Prevention Specialist (CPS)**

## **Education**

# Certified Prevention Specialist (CPS) Education

## Description

Education is defined as formal classroom education (workshops, seminars, institutes, in-services, and college/university work) or home study courses (internet, correspondence, teleconference).

One clock hour of education is equal to (60) minutes of continuous instruction. Education must be specific or related to the knowledge and skills necessary to perform the tasks within each IC&RC Prevention Performance Domain. All education must be MCBAP approved and documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and a content description. Education training must be within the previous 10 years of the date your application is submitted.

**120 contact hours required;** at least 24 of the contact hours must be specific to ATOD Prevention and the remaining 96 contact hours may be related to the Prevention Performance Domains. Of the 120 contact hours, the following areas are recommended but not required: 45 hours specific to multi-cultural and/or specific populations awareness. Applicants must also complete six (6) contact hours of a face-to-face, MCBAP-approved Prevention Ethics training.

**Sources of Education** - Education credits, typically referred to as contact hours or continuing education units (CEUs), may be earned from various sponsors of education, many of which do not require formal approval by MCBAP. **Regardless of the source, in order to count toward certification, the content of the educational activity must meet the definition of SPECIFIC or RELATED – see below.**

Applicants for certification are expected to acquaint themselves with the criteria that apply to the types of acceptable sponsoring organizations/ agencies/ sources listed below. In all cases a certificate of completion or comparable alternative documentation (e.g. college transcript) must be submitted.

**Specific** – Educational activities are considered SPECIFIC when the title, goals, objectives or course outline clearly indicate the material presented addresses PRIMARY ALCOHOL, TOBACCO, and OTHER DRUGS, the development of knowledge, skills or attitudes and their application, within any one of the six (6) performance domains.

**Related** – Educational activities are considered RELATED when the title, goals, objectives or course outline content clearly indicate the course content addresses development of any of the domains, but the context may not directly address ATOD issues (e.g. general counseling skills).

## IC&RC Prevention Performance Domains

**MCBAP Approved Provider** – Although **not required** in order to have educational programs accepted for certification, any organization offering education may choose to seek Approved Provider Status by successfully completing the proscribed application. Qualifying organizations are authorized to insert language identifying their approved provider status in advertising materials and

to have their name, website and courses listed at [www.mcbap.com](http://www.mcbap.com). All courses offered by an Approved Provider are automatically accepted.

**College and University Courses** – Courses offered by an institution accredited by the U.S. Department of Education or the Council on Higher Education Accreditation and which are accepted by that institution toward a recognized degree may be applied to meet the education requirements for certification. **One semester college credit is equivalent to 15 contact hours, one quarter college credit is equivalent to 10 contact hours.** An official transcript must be submitted from the college or university as documentation. NOTE: Only one (1) Ethics college course may be applied toward the “specific” education requirement.

Continuing Education Courses or individual trainings offered by an accredited institution (see above) may be applied to meet the education requirements for certification. **One CEU semester course credit is equivalent to ten (10) contact hours.** Shorter events are credited the number of contact hours on the documentation (e.g. certificate of completion). A copy of an official transcript or certificate of completion must be submitted as documentation.

**IC&RC Member Approved** – Most states or jurisdictions have a certification board that is a member of IC&RC. Any educational activity approved by an IC&RC member board may be applied to meet the educational requirements for certification.

**In-service Education** – Many licensed programs as well as their respective providers offer in-service training and/or sponsor one-time educational programs. These activities may be applied to meet the educational requirements for certification.

**State of Michigan Department** – Various departments of Michigan State Government (e.g. Community Health, Corrections) directly or jointly sponsor training activities and the MDCH licenses certain specific training providers. Education activities from these sources may be applied to meet the educational requirements for certification.

**Home Study Courses** – This category includes home study courses, online trainings, correspondence courses and teleconferences. These activities must be offered by a MCBAP Approved Provider listed on our website or through educational sources identified in this manual. **Home study courses may be used for both initial certification and renewal; these courses must be pre-approved by MCBAP. Home study courses may NOT be applied toward the ethics training standard for initial certification.** The maximum number of home study contact hours allowed for initial certification is 90 hours.

**Regional Substance Abuse Coordinating Agencies and Community Mental Health Provider Networks** – Education provided by a Regional Substance Abuse Coordinating Agency or CMH Provider Network, which is relevant to the IC&RC Prevention Performance Domains can be applied to this standard.

#### **Professional Associations, Federal Government and other sources**

This list is intended to identify additional sponsors/ sources of education that are acceptable without having to include specific language regarding MCBAP approval. Educational activities sponsored or co-sponsored by any of these agencies may be applied to meet the educational requirements for certification. Training sources merely linked from any of these organization websites are only acceptable if they meet the sponsorship criteria for one of the sources found in this manual.

**Any education other than from these sources must be MCBAP-approved.**

**Therapeutic education and attendance at meetings of AA, ALANON, etc., are NOT applicable to prevention certification.**

## **Process**

After each educational offering is completed, make it a point to complete the information required on the **Documentation of Education forms (Forms #5A-5D)**. Keep all certificates of completion to document attendance and the number of contact hours.

Use the **Education Cover Sheet (Form #5)** when submitting education. The cover sheet will assist MCBAP staff in applying the education to the applicable areas. If applicability is not clear from the title, a description of the content will also assist the staff.

Applicants are responsible for submitting documentation of attendance, the topic, the date(s), and amount of time for all education events on the Documentation of Education form. If a certificate of attendance was not provided which includes all this information, submit the training on the **Education Form for Undocumented Events (Form #5D)**.

# **Certified Prevention Specialist (CPS)**

## **Supervision**

# **Certified Prevention Specialist (CPS) Supervised Practical Training**

## **Description**

To meet the Supervised Practical Training requirement applicants must have supervised experience at a MDCH licensed prevention program. The experience must be in the IC&RC Prevention Performance Domains with a minimum of 10 hours in each Domain.

**120 hours of direct supervision** performing ATOD prevention functions related to the IC&RC Prevention Performance Domains (with a minimum of 10 hours in each domain) is required.

## **IC&RC Prevention Performance Domains**

Listed below are the IC&RC Prevention Performance Domains which must be included to complete the requirements of this standard. An explanation of these Performance Domains can be found in **Appendix A**. It is not required that you have supervised practical training in every job task listed under each Domain.

- Planning and Evaluation
- Prevention Education and Service Delivery
- Communication
- Community Organization
- Public Policy and Environmental Change
- Professional Growth and Responsibility

## **Process**

Submit the **Supervised Practical Training form (Form #4)** to verify completion of hours.

# **Certified Prevention Specialist (CPS)**

## **Testing**



# Certified Prevention Specialist (CPS) Testing And Review

This standard requires that all CPS applicants successfully complete the testing within the previous 10 years of the date your application is submitted.

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to MCBAP no fewer than 120 days prior to the scheduled test date. With the written request the candidate must provide official documentation of the disability or religious issue. Candidates should contact MCBAP on what constitutes official documentation.

## Exam Dates and Locations:

Computer Based Testing allows candidates to test on demand. Testing hours vary at each location. Many sites are open on weekends. Preliminary test results are available upon completion of the exam.

Applicants are required to pass the International Certification and Reciprocity Consortium/Prevention Specialist (IC&RC/CPS) written examination as part of their CPS requirement. There are no prerequisites to take the exam. A passing score is based upon the total score. If you fail the exam, you must wait 90 days to retake the entire exam.

To register for the exam, complete the IC&RC Registration Application. Visit our website [www.mcbap.com](http://www.mcbap.com) or call (517) 347-0891 to obtain an application. Mail the completed application and **\$175.00 non-refundable exam fee** (check or money order) to MCBAP. **The application and fee must be received at least six weeks prior to the exam date.** Registration may be limited.

Once pre-registered, the testing company will contact you via email to set up a test date and time. You may cancel or reschedule your examination five (5) or more calendar days prior to your scheduled examination date by logging on to the IQT website. You will be required to pay a \$25 fee to IQT before you are able to cancel or reschedule. If you miss the window given to set up your test date and time, you will have to pre-register again with the MCBAP office and pay \$25 to receive a new window of dates.

Links for study materials can be found on [mcbap.com](http://mcbap.com)

# **Certified Prevention Specialist (CPS)**

## **Ethics**

# **Certified Prevention Specialist (CPS) Residency**

All applicants must live or work 51% of the time within the State of Michigan at the time of application.

## **Code Of Ethics**

### **Description**

Applicants must read, sign and adhere to the ATOD Prevention Code of Ethical Standards (See Appendix B). Penalty for violation of the Ethical Standards for the ATOD Prevention Professional may result in suspension, sanctions or revocation of certification.

### **Process**

Read the ATOD Prevention Code of Ethical Standards. Applicant must then sign the **Code of Ethics Agreement (Form #7)** and submit it as part of their application.

**Certified Prevention Specialist  
(CPS)**

**International Certification and  
Reciprocity Consortium (IC&RC)**

# **Certified Prevention Specialist (CPS) Reciprocity**

Michigan has membership in the International Certification and Reciprocity Consortium (IC&RC). The IC&RC's membership currently includes more than 64 boards in the U.S., several branches of the U.S. military, Indian Health Services, and the countries of Canada, Sweden, Bermuda, Germany, Singapore, and Puerto Rico.

## **How Reciprocity Functions**

Each certifying body belonging to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. For example, if an IC&RC member board offers a reciprocity-eligible prevention certification, then the IC&RC's minimum standards for prevention certification must be used.

In turn, each IC&RC member certifying body agrees to accept the reciprocity-eligible certification(s) of other members if they offer an equivalent certification.

## **The Relationship of Michigan's CPS to Reciprocity**

Minimum standards for prevention certification have been established by the IC&RC. These minimum standards are for the Certified Prevention Specialist (CPS). However, not all IC&RC members have developed a reciprocity-eligible prevention certification. There are currently more than 30 member boards which accept the prevention certification.

Individuals holding the Michigan's Certified Prevention Specialist (CPS) and apply for reciprocity to another IC&RC member board will receive the equivalent of the Certified Prevention Specialist (CPS) if a reciprocity-eligible prevention certification is available through that certification body.

## **Applying for Reciprocity**

If you are moving to an IC&RC member state contact the Michigan Certification Board for Addiction Professionals for an IC&RC Reciprocity application for prevention certification and for verification that the certification board in your new location offers a reciprocity-eligible prevention certification.

# **Certified Prevention Specialist (CPS)**

## **Renewal**

# Certified Prevention Specialist (CPS) Renewal Overview

## Continuing Education:

Sixty-(60) hours of MCBAP approved continuing education training is required for a three (3) year certification, Forty-(40) hours for a two (2) year certification and, twenty- (20) hours of MCBAP approved continuing education training is required for a one (1) year certification, since the beginning of your previous certification period. At least fifty- (50%) percent of continuing education training must be specific to substance abuse. A course may not be taken more than once within a twelve (12) month period.

## Code of Ethics:

Sign and adhere to the current ATOD Prevention Code of Ethical Standards.

## Application:

Complete the renewal application form, being sure to sign the affidavit attesting that you have obtained the required number of contact hours. **Do not** submit any documentation of continuing education hours with your renewal application; *however, you must submit a listing of the continuing education trainings obtained.*

*All newly certified individuals are mandated to an audit of their continuing education training for the first two (2) renewal periods; after two (2) renewal periods an individual is not mandated to an audit, but may be subject to an audit.* Failure to produce these education hours when requested **will** result in a loss of the credential. Maintain documentation of your continuing education hours during the time you are certified as you will be subject to random audit.

## Fee:

Submit \$200 non-refundable fee for a three-year renewal, \$145.00 non-refundable fee for a two-year renewal or \$85 non-refundable fee for a one-year renewal and an additional late penalty fee if applying after the expiration date.

**NOTE:** there will be a \$25 renewal fee for each additional credential for those Individuals who hold more than one MCBAP certification when applying for a one-year period, \$40 when applying for a two-year period, and \$50 when applying for a three-year period.

## Older Adult Status for Certified Professionals

Certified Professionals may request “older adult” status. To be eligible the certified Individual must submit supportive documentation that he/she is at least 65 years of age. Renewal continuing education standards will remain the same, however, **the fee will be waived.** If renewing after expiration, the additional late penalty fee will still apply.

# Certified Prevention Specialist (CPS) Renewal Overview

## Description

Education for renewal is submitted to cover your previous renewal period. Sixty-(60) hours of MCBAP approved continuing education training is required if renewing after three (3) years, or Forty-(40) hours if renewing after two (2) years. A course may not be taken more than once within a twelve (12) month period. A course may not be taken more than once within a twelve (12) month period. At least fifty (50%) percent of the education or training must be specific to substance abuse and the remaining hours must be specifically related to the ATOD Prevention Performance Domains.

Refer to the **EDUCATION** section of this manual for information on acceptable sources of education. **It is your responsibility to apply for renewal.**

## Application

Complete the renewal application forms, being sure to sign the affidavit attesting that you have obtained the required number of contact hours and agree to the current code of ethics. **Do not** submit any documentation of continuing education hours with your renewal application; *however, you must submit a listing of the continuing education trainings obtained.*

*All newly certified individuals are mandated to an audit of their continuing education training for the first two (2) renewal periods; after two (2) renewal periods an individual is not mandated to an audit, but may be subject to an audit.* Failure to produce these education hours when requested **will** result in a loss of the credential. Maintain documentation of your continuing education hours during the time you are certified as you will be subject to random audit.

## Fee

Submit \$200 non-refundable fee for a three-year renewal or \$145.00 non-refundable fee for a two-year renewal and any additional late penalty fee if applying after the expiration date.

**NOTE:** Individuals holding more than one MCBAP certification do not pay full renewal fee for each additional credential. Fees for additional certification renewal are: \$40 renewal fee for each additional credential when applying for a two-year period, and \$50 renewal fee for each additional credential when applying for a three-year period.

## Older Adult Status for Certified Professionals

Certified Professionals may request “older adult” status. To be eligible the certified Individual must submit supportive documentation that he/she is at least 65 years of age. Renewal continuing education standards will remain the same, however, **the fee will be waived**. If renewing after expiration, the additional late penalty fee will still apply.

## Process



Notification by mail will be made approximately ninety- (90) days prior to the impending expiration date. This is a courtesy reminder and failure to receive it does not negate responsibility to renew in a timely manner. The Renewal Application can be downloaded from our website ([www.mcbap.com](http://www.mcbap.com)) or you may contact our office if you would like to receive a Renewal Application by mail.

Failure to submit the fee and documentation in a timely manner may result in loss of certification. Be sure to sign the affidavit attesting to the fact that you have obtained the required number of hours of continuing education. Do not submit any documentation of education with your application; however, do submit a listing of the continuing education trainings obtained. Maintain documentation of your continuing education hours, as you will be subject to a random audit.

## **Expiration**

The prevention professional can apply for renewal up to 180 days after the expiration date by documenting twenty (20) hours per year of continuing education since the beginning of the last certification period, re-signing the current Code of Ethics and paying the renewal fee and a late penalty fee.

If the prevention professional is successfully renewed, the new expiration date will be the same as if the renewal had occurred in a timely manner. If application for renewal is not made within 180 days after the expiration date the individual no longer holds their current credential and may no longer use the acronym or refer to him/herself as certified. Individuals failing to renew within 180 days after the expiration date will be removed from the current certification list.

To re-instate the credential an individual must meet all current standards as outlined in the Reinstatement Application Process. **This may include additional documentation and/or exams.**

All documentation is property of the board and may be destroyed after 3 years.

## **Extension of Expiration Date**

The expiration date of certification may be extended up to 90 days with documentation of a medical condition, which severely limits normal activities for at least 30 days within the last 180 calendar days prior to expiration date. Application for extension must be made on or before the expiration date.

## **Escrow**

A certified professional may request in writing that his/her credential be placed in escrow for a period of up to two (2) years. Reason for such action must be a documented medical condition, which prevents the individual from working.

The individual will be responsible for meeting renewal requirements when the full two (2) years active status (not counting the time the certification is in escrow) has lapsed. Education completed during the escrow cannot be applied toward renewal.

A written request to remove the certification from escrow and a \$50 fee must be submitted to MCBAP prior to the end of the escrow period.

### **Additional Continuing Education Contact Hour Options:**

**Teaching** – One may earn up to six (6) contact hours per one (1)-year certification period spent teaching or training at educational events meeting the definition of specific or related may be applied as contact hours to meet the educational requirement for certification. The number of contact hours applicable is equal to the number of contact hours offered for the event.

**Publishing in a professional journal** – One may earn the equivalent of six (6) contact hours per one (1)-year certification period by publishing more than 4,000 words in a professional journal or book in a subject area specific to SUD to meet the education requirement for certification

**Presenting papers** – One may earn up to six (6) contact hours per one (1)-year certification period for presenting a paper on a topic specific to SUD at a state or national conference of licensed professionals to meet the education requirement for certification. The number of contact hours applicable is equal to the length of the presentation.