



Prevention Specialist Certification Board of Washington (PSCBW)

The Standard of Excellence in Prevention

PSCBW is a member board of the
International Certification & Reciprocity Consortium (IC&RC)

Renewing Your Certification as a Certified Prevention Professional (CPP)

To renew your credential as a Certified Prevention Professional (CPP) every two years, you are required to submit Continuing Education Units (CEUs), a current criminal history background check, signed Prevention Code of Ethics form and pay a biennial certification renewal fee.

The purpose of continuing education is to promote ongoing professional development. It benefits the individual, group, organization, and community to whom prevention services are provided, as well as the Prevention Professional and the alcohol, tobacco and other drug (ATOD) prevention profession. CPPs will build upon their previously demonstrated competencies and show evidence of their professional development through continuing education.

CPPs are responsible for renewing their credential on their birthdate every two years. As a courtesy, PSCBW will also send reminders to the email address on record at least 30 days prior to the expiration date. They will submit their renewal application form, CEUs, current background check, signed Prevention Code of Ethics form and biennial certification fee to the Prevention Specialist Certification Board of Washington (PSCBW) no later than their certification expiration date. Forms for the documentation of CEUs will accompany the notification and must be completed, signed, and submitted with proof of attendance.

CEUs will not be accepted by fax.

Forty (40) CEUs are required to maintain certification and must be earned within the two year certification period. An average of twenty (20) CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUs obtained prior to the CPP initial date of certification are not eligible to be used for maintaining certification. A Prevention Professional may receive CEU credit only once for one training event, even if the event is repeated during different certification periods. One CEU is equivalent to one clock hour. Non-program time, such as breaks, social hours, registration time and mealtimes, are excluded.

Sources of CEUs:

1. Trainings, classes, courses, seminars, workshops and conferences provided in and out of state by valid and qualified presenters, instructors and credited organizations on prevention-related topics. The number of CEUs awarded will be equal to the number of hours spent in actual training time.

Examples of prevention topics: prevention program development, prevention theory and practice, public policy planning, ATOD prevention research and program models, grant and proposal writing, supervisory and management skills, human development, teaching and training, public speaking, community organization, community needs assessment, target populations, networking, working with volunteers, marketing, written communication, systems approach to prevention, group facilitation,

professional ethics, rules and regulations, cultural diversity and advocacy at the local, state and national levels.

Evidence of attendance, participation and completion shall be demonstrated by:

- Submission of transcripts with course descriptions/syllabus stating the number of credits. One credit equals 10 clock hours.
 - Submission of certificates stating the number of hours attended.
 - If either “a” or “b” are not available, applicants shall submit an Affidavit of Attendance.¹
2. CPPs may receive up to twelve (12) General Prevention Education CEUs every two years for volunteer time serving as a member of the PSCBW Board of Directors. These hours of service must coincide with the two year renewal period. CEUs may be earned for Board meeting participation at a rate of one (1) CEU per board meeting attended. Attendance will be documented in Board meeting minutes.
 3. CPPs may receive up to seven (7) General Prevention Education CEUs every two years for proctoring regularly scheduled PSCBW-sponsored International Certification & Reciprocity Consortium (IC&RC) Prevention Specialist written certification examinations. Proctoring an examination requires a CPP or IC&RC equivalent, screening and training as determined and provided by the PSCBW or its designee. Proctors will receive three-and-one-half (3.5) CEUs per exam. A PSCBW certificate documenting the CEUs earned will be provided to CPPs who serve as proctors.
 4. Teaching and training other ATOD professionals in the Prevention, Knowledge or Competency Areas qualifies for up to a maximum of fifteen (15) CEUs in a two year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient/student education and public education lectures are not eligible, as they are not given to professionals in the field. Presentations for which the CPP has previously received credit are also not eligible. Evidence of this training or teaching engagement needs to be demonstrated through submission of an official agenda, program summary or signed Affidavit of Attendance.*
 5. Peer reviewed research papers accepted for publication, reading or discussion at a professional meeting or conference and professional publications in the ATOD prevention field qualifies for up to a maximum of fifteen (15) CEUs in a two year certification period. The topic must pertain to generally accepted prevention principles and must address the knowledge, skills and core functions of the prevention profession. This work can be counted only once, even though presented in more than one format or location. Evidence of this would include submission of a copy of the research paper documenting where the publication has been accepted and/or published. The number of CEUs allowed shall depend on the length and quality of the research paper and will be subject to peer review by the members of the PSCBW Eligibility Committee.

¹ Affidavit of Attendance form can be downloaded from the PSCBW website at www.pscbw.com.