



Application Packet for

CPPA

Certified Prevention Professional
Advanced

Directions/Checklist

Read the application packet thoroughly. Complete and submit the following items to the Minnesota Certification Board. Items may be mailed or hand delivered during office hours.

- Form 1: Application for Certified Prevention Professional Advanced (CPPA) Credential
- Form 2: Verification of SAPST course. Certificate of completion MUST be attached.
- Form 3: Verification of Education. Certificate of completion, transcript, etc. MUST be attached.
- Form 4: Verification of Experience.
- Form 5: Verification of Supervision.
- Form 6: Signed Certified Prevention Professional Code of Ethical Conduct.
- Form 7: Signed Consent and Release Form.
- Form 8: Completed Statistical Information Form.
- Payment of \$390 (If paying by check, it must be included and made payable to MCB).

When the application is approved, you will receive an approval letter and proof of certification in the mail. Application packets are typically processed within one month of receipt. If there are any problems with the application, you will be notified by email or phone.

Make sure to retain a photocopy of the entire application for your records. All materials submitted become property of the MCB. Send your completed application, copies of verifications, documents attachments, and the fee to:

MCB
4817 Viking Blvd. Suite 101
Wyoming, MN 55092
Phone: 763 434 9787 Fax: 763 413 1746
Website: www.mcboard.org
Email: mcb@mcboard.org

ABOUT THE MINNESOTA CERTIFICATION BOARD:

The Minnesota Certification Board (MCB) is the Minnesota member board of the International Certification and Reciprocity Consortium (IC&RC). IC&RC is the global leader in the credentialing of prevention, addiction treatment, and recovery professionals. Organized in 1981, it provides standards and examinations to certification and licensing boards in 25 countries, 47 states and territories, five Native American regions, and all branches of the U.S. military.

IC&RC protects the public by establishing standards, developing examinations and facilitating reciprocity for the credentialing of addiction-related professionals.

REQUIREMENTS AND POLICIES FOR THE CPPA CREDENTIAL

EDUCATION & TRAINING

- High school diploma or jurisdictionally certified high school equivalency
- Completion of an approved Substance Abuse Prevention Skills Training (SAPST) course within two years prior to application for certification
- 120 hours of education across all of the domains of which 24 must be Alcohol, Tobacco, and Other Drugs (ATOD) specific with 6 hours of Prevention Ethics and 12 hours of alcohol and drug education. Approved education includes college/university courses, trainings, workshops, seminars, and conferences.

EXAMINATION

- Applicants must pass the IC&RC Prevention Specialist Examination.

RESIDENCY

- Applicant must either live or work in MN at time of application at least 51% of the time

CODE OF ETHICS

- Applicants must submit a signed and dated MCB Prevention Professional Code of Ethical Conduct
- A CPPA must be familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of prevention services.
- A CPPA shall not cross professional boundaries or practice outside of their scope of practice.

EXPERIENCE

- 240 hours of prevention experience across the domains. Experience must be across the domains rather than substance abuse only.

SUPERVISION

- 120 hours specific to the domains with a minimum of 10 hours in each domain.
- The hours must be supervised by a professional who is currently a CPPA, CPPR, or a Prevention Specialist who is a certified at the reciprocal level by another IC&RC member board. If the supervisor does not meet these credentialing requirements, they must have significant knowledge of and experience in the prevention domains and must be pre-approved by the MCB to provide supervisor prior to the accumulation of hours.
- During accumulation of these hours, supervision should be provided on an ongoing basis. Formal supervision is recommended at a rate of one hour of supervision for every forty hours of practice.

OTHER

- Signed and dated Consent and Release Form.

FEES

- First Time Certification: \$390 (includes \$30 processing fee, exam, and one year of certification)
- Annual Renewal of Certification: \$95 (includes one year of certification)
- Biennial Renewal of Certification: \$180 (includes two years of certification)

RECIPROCITY

This is a state level credential and **does not** meet the IC&RC requirements for reciprocity.

LENGTH OF INITIAL CERTIFICATION

Initial MCB certification is good for **one year**, starting from the date your certification is approved. An expiration date will be provided on your certificate.

FIRST ANNUAL RENEWAL

After your initial certification, you must renew your certification after one year. Your certification will be renewed by paying your annual renewal fee of \$95, which will renew your certification for one additional year. A renewal notice will be mailed to your address on file in advance of your renewal date. After your initial certification and first annual renewal, you will move to a two-year recertification cycle. You will have the option of paying for your re-certification on an annual (\$95) or biennial (\$180) basis.

RECERTIFICATION

MCB requires recertification **every two years** in order to maintain the high standards of professional practice and to assure that certified professionals remain up to date in the field. A recertification application packet will be mailed to your address on file in advance of your recertification date. Recertification will correspond with your annual renewal date every second year.

To be recertified as a Certified Prevention Professional Advanced (CPPA), you need to:

1. Hold a current and valid Certified Prevention Professional Advanced (CPPA) credential issued by MCB;
2. Complete 40 hours of MCB approved continuing education related to the Prevention Domains including six hours in professional ethics and responsibilities. Credits must be earned within the two year certification period;
3. Complete a Recertification Application;
4. Verify that you have reviewed, read and will uphold in your practice, the current MCB Certified Prevention Professional Code of Ethical Conduct;
5. Verify that you have not violated the MCB Certified Prevention Professional Code of Ethical Conduct;

6. Verify that you have practiced within the scope of all relevant statutes, rules, and standards relevant to the provision of prevention services.
7. Pay the annual renewal fee of \$95 or biennial renewal fee of \$180.

ACCEPTABLE CONTINUING EDUCATION

The Minnesota Certification Board accepts the following types of continuing education:

- College/University courses. Three college credits are equivalent to 45 hours. Transcript of the course must be included as proof of attendance at the time of recertification.
- Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
- CPR/First Aid, computer trainings/classes and foreign language trainings/classes are acceptable up to six hours.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:
 - Teaching - Hours spent in teaching and/or training at educational events related to the IC&RC Prevention Performance Domains can be applied to continuing education hours. Twelve (12) hours is the maximum hours of teaching/training that can be used every two (2) years. The number of contact hours applicable is equal to the number of contact hours for the event.
 - Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC Prevention Performance Domains can be counted as the equivalent of twelve (12) contact hours.
 - Presenting Papers - The hours spent presenting a paper at a State or National conference of licensed professionals can be used as the equivalent of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).
- Distance learning/online courses.

If continuing education is completed outside of Minnesota, appropriate documentation (certificate, letter of attendance, transcript) must be provided. If the event was approved by an IC&RC member board of that state, no further MCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If the continuing education event was not approved by another IC&RC member board, the certified professional must seek approval of the continuing education from the MCB.

The MCB does not accept general staff meetings, supervision, staff rounds, or case management as education.

LAPSED CERTIFICATION

You need to submit to MCB your completed recertification application and annual renewal fee before the expiration date on your certificate. If the recertification is not postmarked by the expiration date, the individual will no longer hold a Certified Prevention Professional Advanced (CPPA) credential and so may not represent themselves as such.

If you wish to become recertified after your certificate has lapsed, you may be eligible to a reinstatement, which includes a reinstatement fee and bringing all renewal fees, continuing education, and other requirements up to date. Please contact MCB for specific reinstatement policies.

APPEAL PROCESS

Test results may not be appealed. However, you may file an appeal to the Board of MCB if you believe some aspect of the application process was unfair or if mistakes were made by the MCB staff. For example you could ask the Board to review the staff's decision about your educational qualifications, your residency or your internship experience. The purpose of appeal is to determine if MCB staff accurately, adequately and fairly reviewed applicant's file. If you wish to appeal, you must write to MCB within 30 days when you were notified of the staff's action. The appeal letter must be postmarked no later than thirty days after the staff action. The written appeal will be sent to the MCB Board; Board members will review the action that is being appealed. Applicant will be notified in writing of the decision of the MCB Board.

PREVENTION DOMAINS

1. Planning and Evaluation
2. Prevention Education and Service Delivery
3. Communication
4. Community Organization
5. Public Policy and Environmental Change
6. Professional Growth and Responsibility

Minnesota Certification Board
APPLICATION FOR CREDENTIAL: CERTIFIED PREVENTION PROFESSIONAL ADVANCED
(CPPA)

Form can be completed and saved. You may then print the appropriate pages to submit to MCB.

What other MCB certifications do you currently hold? _____

Date: _____ Date of Birth: _____ Male Female

Name: _____ SSN: XXX – XX – _____

Home Address: _____

City: _____ State: _____ Zip: _____

County: _____ Email: _____

(Required)

Home Phone: _____ Cell Phone: _____

If MCB needs to contact you, please indicate your preference: Home Phone Cell Phone

Education

Do you possess a high school diploma or jurisdictionally certified high school equivalency. Yes No

Please attach a copy of your diploma or proof of equivalency to this application.

Additional Information

Why are you seeking certification?

Have you ever received any disciplinary action from another certification or licensing authority? Yes No

If yes, please explain in full on a separate sheet and attach to this form.

Payment Information

Fee of **\$390** paid by:

Check/Money Order (Payable to MCB)

Credit Card# _____ Expiration: _____

Third Party Payer Information _____

Please print your name as it should appear on your certificate:

MINNESOTA APPLICATION # (OFFICE USE ONLY): _____

VERIFICATION OF SAPST COURSE

- Completion of an approved SAPST course is required.
- Please attach a copy of your certificate of completion to this cover sheet.

Applicant Name:	
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Sponsoring Organization:			
Presenter Name(s):			
Location:			
Date(s) of Training:		Length of Training (Hours):	
Brief Summary of Training:			

VERIFICATION OF EDUCATION

Applicant Name:	
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- Education Requirement: 120 hours of education across all of the domains of which 24 must be Alcohol, Tobacco, and Other Drugs (ATOD) specific with 6 hours of Prevention Ethics and 12 hours of alcohol and drug education. Approved education includes college/university courses, trainings, workshops, seminars, and conferences.
- Please attach a copy of your certificate of completion, transcript, etc. to this cover sheet.
- If additional information (syllabus, course description, etc.) is needed for verification, you will be contacted by the MCB.

VERIFICATION OF 6 HOURS OF PREVENTION ETHICS

Please verify that you have completed at least 6 hours of education regarding prevention ethics (areas related to the MCB Certified Prevention Professional Code of Ethical Conduct). You only need to verify the minimum 6 hour requirement. If additional education has been completed in this area, it does not need to be reported here.

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:			
Date(s) of Training:		Length of Training (Hours):	

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:			
Date(s) of Training:		Length of Training (Hours):	

VERIFICATION OF 12 HOURS OF ALCOHOL AND DRUG EDUCATION

Please verify that you have completed at least 12 hours of education to increase you knowledge about alcohol and drugs (classification, effects, scheduling, pharmacology, etc.). You only need to verify the minimum 12 hour requirement. If additional education has been completed in this area, it does not need to be reported here.

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:			
Date(s) of Training:		Length of Training (Hours):	

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:			
Date(s) of Training:		Length of Training (Hours):	

VERIFICATION OF 120 HOURS OF EDUCATION ACROSS THE PREVENTION DOMAINS

Please verify that you have completed 120 hours of education across all of the domains of which 24 must be Alcohol, Tobacco, and Other Drugs (ATOD) specific. The education you used to verify your completion of 6 hours of Prevention Ethics and 12 hours of Alcohol and Drug Education on the prior page may also be counted in this area.

Please complete a separate box for each individual training you wish to count toward this requirement. If additional education (in excess of the requirement) has been completed in this area, it does not need to be reported here. Please attach additional copies of this sheet as necessary.

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:		Date(s) of Training:	
Number of Hours in Domains	Planning and Evaluation		
	Prevention Education and Service Delivery		
	Communication		
	Community Organization		
	Public Policy and Environmental Change		
	Professional Growth and Responsibility		
	Other		
TOTAL HOURS OF EDUCATION			
TOTAL HOURS IN THIS TRAINING THAT WERE ATOD SPECIFIC			

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:		Date(s) of Training:	
Number of Hours in Domains	Planning and Evaluation		
	Prevention Education and Service Delivery		
	Communication		
	Community Organization		
	Public Policy and Environmental Change		
	Professional Growth and Responsibility		
	Other		
TOTAL HOURS OF EDUCATION			
TOTAL HOURS IN THIS TRAINING THAT WERE ATOD SPECIFIC			

Sponsoring Organization:			
Presenter/Instructor Name(s):			
Location:		Date(s) of Training:	
Number of Hours in Domains	Planning and Evaluation		
	Prevention Education and Service Delivery		
	Communication		
	Community Organization		
	Public Policy and Environmental Change		
	Professional Growth and Responsibility		
	Other		
TOTAL HOURS OF EDUCATION			
TOTAL HOURS IN THIS TRAINING THAT WERE ATOD SPECIFIC			

VERIFICATION OF EXPERIENCE

- Experience Requirement: 240 hours of prevention experience across the domains. Experience must be across the domains rather than substance abuse only. These hours need to be relevant to the domain, but do not need to be supervised.
- Please complete a separate form for each organization where hours were completed.
- Hours may be signed off by any supervising authority at the organization where hours were completed or by an individual who supervised the experience and meets the credentialing requirements for supervised experience.

Applicant Name:	
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Name of Organization Where Hours Were Completed:	
Position Title of Applicant While Hours Were Completed:	
Dates of Employment:	
General Description of Position:	

Supervisor Name:	
Supervisor Title:	
Supervisor Credential (if applicable):	

Number of Hours Completed in Each Domain:	Planning and Evaluation	
	Prevention Education and Service Delivery	
	Communication	
	Community Organization	
	Public Policy and Environmental Change	
	Professional Growth and Responsibility	
	Other	
TOTAL HOURS OF EXPERIENCE		

By my signature, I acknowledge that contents of this form are true and accurate to the best of my knowledge.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____

VERIFICATION OF SUPERVISION

- Supervision Requirement: 120 hours specific to the domains with a minimum of 10 hours in each domain.
 - The hours must be supervised by a professional who is currently a CPPA, CPPR, or a Prevention Specialist who is a certified at the reciprocal level by another IC&RC member board. If the supervisor does not meet these credentialing requirements, they must have significant knowledge of and experience in the prevention domains and must be pre-approved by the MCB to provide supervisor prior to the accumulation of hours.
 - During accumulation of these hours, supervision should be provided on an ongoing basis. Formal supervision is recommended at a rate of one hour of supervision for every forty hours of practice.
- Please complete a separate form for each organization where hours were completed.

Applicant Name:	
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Name of Organization Where Hours Were Completed:	
Position Title of Applicant While Hours Were Completed:	
Dates of Employment:	
General Description of Position:	

Supervisor Name:	
Supervisor Title:	
Supervisor Credential:	

Number of SUPERVISED Hours Completed in Each Domain:	Planning and Evaluation	
	Prevention Education and Service Delivery	
	Communication	
	Community Organization	
	Public Policy and Environmental Change	
	Professional Growth and Responsibility	
Other		
TOTAL HOURS OF EXPERIENCE		

By my signature, I acknowledge that contents of this form are true and accurate to the best of my knowledge.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____

**Minnesota Certification Board
Certified Prevention Professional
CODE OF ETHICAL CONDUCT**

Principle 1: Non-Discrimination

- Rule 1.1 The Certified Prevention Professional must not discriminate against service recipients, colleagues, or the general public based on race, religion, age, sex, national ancestry, sexual orientation, economic or handicapping conditions.
- Rule 1.2 The Certified Prevention Professional should broaden his or her understanding and acceptance of cultural and individual differences in order to render services and provide information sensitive to those differences.

Principle 2: Personal Responsibility

- Rule 2.1 The Certified Prevention Professional shall exercise competent professional judgment when dealing with service recipients, colleagues, or the general public and shall maintain their best interest at all times.
- Rule 2.2 The Certified Prevention Professional shall serve as a responsible role model in applying prevention concepts to public and professional relationships.

Principle 3: Professional Competence

- Rule 3.1 The Certified Prevention Professional shall provide competent, professional service to all in keeping with State of Minnesota standards. Competent professional service requires:
- a) thorough knowledge of alcohol, tobacco and other drug abuse prevention,
 - b) skill in presentation and education techniques,
 - c) thoroughness and preparation reasonably necessary to assure the highest level of quality service, and
 - d) willingness to maintain current and relevant knowledge through on-going professional education.
- Rule 3.2 The Certified Prevention Professional shall assess personal competence, recognize personal boundaries and limitations, and not offer services beyond his/her skill or training level.

Principle 4: Professional Standards

- Rule 4.1 The Certified Prevention Professional shall maintain the highest professional standards and:
- a) shall not claim either directly or by implication professional knowledge, qualifications or affiliations that the Certified Prevention Professional does not possess,
 - b) shall not lend his/her name to, or participate in any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way,

- c) shall not misrepresent his/her certification to the public or make false statements regarding their qualifications to the Minnesota Certification Board (MCB),
- d) must ensure that any materials or products with which he/she is associated in developing or promoting, whether for commercial sale or other use, are presented in a professional and factual way,
- e) shall recognize the effect of substance use on professional performance and must be willing to seek appropriate treatment for oneself or to support a colleague in need of treatment services,
- f) must fairly and accurately report appropriate prevention information to service recipients, colleagues, and the general public, acknowledging and documenting sources, materials, and techniques used,
- g) must not misrepresent the work of others, and
- h) must not misrepresent one's own prevention work for personal or professional recognition, funding, or other gain.

Principle 5: Public Statement

- Rule 5.1 The Certified Prevention Professional must respect the limits of current knowledge in public statements concerning the effectiveness of prevention initiatives, prevention programs, prevention research, and alcohol, tobacco and other drug information.
- Rule 5.2 The Certified Prevention Professional who conducts training in prevention must indicate to the audience the requisite training/qualifications required to properly implement the material, program, or techniques presented/taught in the training.

Principle 6: Material Credit

- Rule 6.1 The Certified Prevention Professional who participates in the writing, editing, development or production of professional papers, videos/films, pamphlets, books, or any other prevention materials, must acknowledge and document any published or unpublished materials, techniques, or sources used in creating these materials.
- Rule 6.2 The use of copyrighted materials without first receiving author approval is against the law and in violation of professional ethics.

Principle 7: Recipient Welfare

- Rule 7.1 The Certified Prevention Professional shall maintain objectivity, integrity and the highest professional standards in:
 - a) delivering prevention services,
 - b) providing a supportive environment,
 - c) protecting the welfare and upholding the best interest of both individual recipients and the public,
 - d) maintaining an objective, non-possessive relationship with those they serve and not exploiting them sexually, financially, or emotionally, and
 - e) maintaining an ability and willingness to make appropriate referrals.

Principle 8: Confidentiality

- Rule 8.1 The Certified Prevention Professional has the responsibility to be aware of and to be in compliance with all applicable state and federal guidelines, regulations, statutes, and agency policies. These include:
- a) notification of recipient rights,
 - b) reporting child abuse and neglect,
 - c) reporting misconduct by individuals or agencies, and
 - d) maintaining client confidentiality and safeguarding from disclosure confidential information acquired during service delivery.

Principle 9: Professional Integrity

- Rule 9.1 The Certified Prevention Professional should:
- a) never knowingly make a false statement to the appropriate licensing/certification disciplinary authority,
 - b) promptly alert a colleague to potentially unethical behavior so said colleague can take corrective action, and
 - c) report violations of professional conduct by other prevention professionals to the appropriate licensing/certification disciplinary authority when there is knowledge that the said professional has violated professional standards.

Principle 10: Remuneration

- Rule 10.1 The Certified Prevention Professional must establish financial arrangements in professional practice in accordance with the professional standards that safeguard the best interests of service recipients, colleagues, and the public.
- Rule 10.2 The Certified Prevention Professional must not send or receive any commission or rebate or any other form of remuneration for referral of service recipients for professional services.
- Rule 10.3 The Certified Prevention Professional Reciprocal must not exploit one's relationship with service recipients to promote personal gain or the profit of any agency or commercial enterprise of any kind.

Principle 11: Societal Obligations

- Rule 11.1 The Certified Prevention Professional should:
- a) advocate for consistent health promotion and awareness messages to the general public,
 - b) provide factual state-of-the-art alcohol, tobacco, and other drug prevention information to the consumers of prevention services, and
 - c) advocate public policy that would help strengthen the overall health and well-being of the community.

Principle 12: Professional Obligations

Rule 12.1 In addition to adhering to the obligations stated above, the Certified Prevention Professional should strive to maintain and promote the integrity of certification within the State of Minnesota, nationally and internationally, and the advancement of the alcohol, tobacco and other drug prevention profession.

By signing this document, I acknowledge that I have read and understand the Certified Prevention Professional Code of Ethical Conduct.

Signature: _____

Printed Name: _____

Date: _____

**Minnesota Certification Board
Certified Prevention Professional Advanced (CPPA)
CONSENT & RELEASE FORM**

I request that MCB grant the Certified Prevention Professional Advanced (CPPA) credential to me based on the following:

- I subscribe to and commit myself to professional conduct that meets the MCB Certified Prevention Professional Code of Ethical Conduct.
- I will become familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of prevention services.
- I have read and understand the Prevention Domains. I possess the competence necessary to perform duties associated with each of these domains.
- I certify that the information given in this application is true and complete to the best of my knowledge. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification.
- I consent to the release of information contained in my application and any other pertinent data submitted to or collected by MCB to officers, members, and staff of Board.

Signature: _____

Printed Name: _____

Date: _____

Statistical Information

Highest Educational Level Completed:

- No High School Diploma or GED
- High School Diploma or GED
- Vocational Certification
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

Race: (optional)

- Caucasian
- Black/African American
- Native American
- Asian
- Hispanic
- Native Hawaiian
- Pacific Islander (non-native Hawaiian)

Gender: (optional)

- Female
- Male