



Certified Prevention Specialist (CPS) Manual

Section I: Overview

Purpose for Certification

The Tennessee Certification Board (TCB) strives to advance the field of prevention as a viable and effective professional discipline to benefit Tennessee communities. It is the mission of the TCB to establish, promote, certify, and maintain professional credentials that uphold standards of excellence across various professional fields, including, but not limited to: behavioral health, mental health, prevention, substance abuse treatment and recovery.

Certification as a Prevention Specialist is based on experience and competencies as set by TCB in affiliation with IC&RC. IC&RC, founded in 1981, currently certifies over 50,000 professionals worldwide. The goal of IC&RC is to provide uniform professional standards giving the fields of behavioral health, mental health, substance abuse, and prevention greater visibility in the U.S. and abroad. As a result of IC&RC membership, certified professionals may enjoy reciprocity to other U.S. states, all branches of the U.S. military, and several international countries.

All applicants are required to demonstrate their competency defined in this manual and pass the IC&RC Certified Prevention Specialist exam administered by the TCB.

Definition of Prevention

IC&RC defines prevention as “a pro-active process of helping individuals, families and communities to develop the resources needed to develop and maintain healthy lifestyles. Prevention focuses upon the development of innovative programs and carefully planned interventions that are implemented before the onset of physical, psychological, emotional or social problems. Prevention is broad based in the sense that it is intended to alleviate a wide range of at-risk behaviors including, but not limited to, alcohol, tobacco and other drug abuse, crime and delinquency, violence, vandalism, mental health problems, family conflict, parenting problems, stress and burnout, child abuse, learning problems, school failure, school dropouts, teenage pregnancy, depression and suicide.”

Levels of Certification

The TCB recognizes two levels of prevention credentialing in Tennessee: Certified Prevention Specialist I (CPS I) and Certified Prevention Specialist II (CPS II). The type of certification sought depends on the applicant's level of work/volunteer experience in the prevention field, educational background and knowledge base. Applicants may apply for either level in which they meet the requirements. It is not necessary to become a CPS I before becoming a CPS II. Specific requirements are listed in Section 3 of this manual.

Ethics in Prevention

Clear ethical principles guide a professional's responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. Applicants must read and sign the Tennessee Code of Ethical Conduct for Prevention Specialists included in the online application. All certified prevention professionals must agree to abide by the Tennessee Code of Ethical Conduct for Prevention Specialists, which is included at the end of this manual.

Ethics Enforcement and Violations

If an applicant or certified prevention specialist is found to have violated any part of the ethical code of conduct, the violation will be brought to the attention of the Executive Director, who will notify the Board of Directors. The TCB Board will appoint an ad hoc Ethical Review Committee to consider all ethics violations on a case-by-case basis, with additional input by the applicant in question. The committee will recommend appropriate action—whether the candidate should go forward in the certification process, or whether an already certified professional should retain his/her credentialed status.

Appeals Process

TCB will provide applicants (clients) with an opportunity to appeal any disciplinary decision and request a formal review of their case if they are dissatisfied with the Board's decision. The Executive Director shall maintain documentation of grievances and appeals.

The appeal should be stated in writing and submitted to the Board President within a reasonable amount of time following the receipt of the decision. Barring unavoidable delays, 30 days will be considered a reasonable amount of time for requesting review. Any appeal will be reviewed among the entire TCB Board of Directors and a final decision will be made regarding appropriate action.

Section II: Prevention Domains and Core Functions

The following are the six performance domains and their core functions as determined by the International Certification & Reciprocity Consortium (IC&RC) 2006 Role Delineation Study. The domains and core functions are designed to measure an individual's competency in the field of Alcohol, Tobacco and Other Drugs (ATOD) Prevention.

Domain 1: Planning and Evaluation

Weight on Exam: 30%

Associated Tasks:

- Determine the level of community readiness for change.
- Identify appropriate methods to gather relevant data for prevention planning.
- Identify existing resources available to address the community needs.
- Identify gaps in resources based on the assessment of community conditions.
- Identify the target audience.
- Identify factors that place persons in the target audience at greater risk for the identified problem.
- Identify factors that provide protection or resilience for the target audience.
- Determine priorities based on comprehensive community assessment.
- Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.
- Select prevention strategies, programs, and best practices to meet the identified needs of the community.
- Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- Identify appropriate prevention program evaluation strategies.
- Administer surveys or pre/post-tests at work plan activities.
- Conduct evaluation activities to document program fidelity.
- Collect evaluation documentation for process and outcome measures.
- Evaluate activities and identify opportunities to improve outcomes.
- Utilize evaluation to enhance sustainability of prevention activities.
- Provide applicable workgroups with prevention information and other support to meet prevention outcomes.
- Incorporate cultural responsiveness into all planning and evaluation activities.
- Prepare and maintain reports, records, and documents pertaining to funding sources.

Domain 2: Prevention Education and Service Delivery

Weight on Exam: 15%

Associated Tasks:

- Coordinate prevention activities.
- Implement prevention education and skill development activities appropriate for the target audience.
- Provide prevention education and skill development programs that contain accurate, relevant, and timely content.

- Maintain program fidelity when implementing evidence-based practices.
- Serve as a resource to community members and organizations regarding prevention strategies and best practices.

Domain 3: Communication

Weight on Exam: 13%

Associated Tasks:

- Promote programs, services, activities, and maintain good public relations.
- Participate in public awareness campaigns and projects relating to health promotion across the continuum of care.
- Identify marketing techniques for prevention programs.
- Apply principles of effective listening.
- Apply principles of public speaking.
- Employ effective facilitation skills.
- Communicate effectively with various audiences.
- Demonstrate interpersonal communication competency.

Domain 4: Community Organization

Weight on Exam: 15%

Associated Tasks:

- Identify the community demographics and norms.
- Identify a diverse group of stakeholders to include in prevention programming activities.
- Build community ownership of prevention programs by collaborating with stakeholders when planning, implementing, and evaluating prevention activities.
- Offer guidance to stakeholders and community members in mobilizing for community change.
- Participate in creating and sustaining community-based coalitions.
- Develop or assist in developing content and materials for meetings and other related activities.
- Develop strategic alliances with other service providers within the community.
- Develop collaborative agreements with other service providers within the community.
- Participate in behavioral health planning and activities.

Domain 5: Public Policy and Environmental Change

Weight on Exam: 12%

Associated Tasks:

- Provide resources, trainings, and consultations that promote environmental change.
- Participate in enforcement initiatives to affect environmental change.
- Participate in public policy development to affect environmental change.
- Use media strategies to support policy change efforts in the community.
- Collaborate with various community groups to develop and strengthen effective policy.
- Advocate bringing about policy and/or environmental change.

Domain 6: Professional Growth and Responsibility

Weight on Exam: 15%

Associated Tasks:

- Demonstrate knowledge of current prevention theory and practice.
- Adhere to all legal, professional, and ethical principles.
- Demonstrate cultural responsiveness as prevention professional.
- Demonstrate self-care consistent with prevention messages.
- Recognize importance of participation in professional associations locally, statewide, and nationally.
- Demonstrate responsible and ethical use of public and private funds.
- Advocate for health promotion across the life span.
- Advocate for healthy and safe communities.
- Demonstrate knowledge of current issues of addiction.
- Demonstrate knowledge of current issues of mental, emotional, and behavioral health.

Core Prevention Training Curriculum

As part of the overall training hours required for each CPS level, **28 contact hours** must include the four following Core Prevention Functions:

1. **Effective Audience Management (6 contact hours required)** – Courses must cover the basic concepts of general communications management, group facilitation, audience management, developmentally appropriate teaching strategies.
2. **Prevention Ethics (6-hour PE course required)** – This required, TCB-approved, 6-hour curriculum will cover the six ethical principles in relation to the field of prevention set forth by the IC&RC according to the Prevention Think Tank Code of Ethical Conduct.
3. **Cultural Competency (6 contact hours required)** – Courses must cover the topics of cultural differences and how it relates to the field of prevention.
4. **Environmental Strategies (10 contact hours required)** – Courses must cover various types of environmental strategies that can be implemented to produce change in behavior from the target population.

Section III: Criteria

Criteria for Certified Prevention Specialist I (CPS I)

This certification is eligible for reciprocity with IC&RC states.

- **Residency:** Applicants must live or work 51% of the time within TCB jurisdiction
- **Formal Education:** Minimum high school diploma or equivalent (e.g. GED).
- **Work/Volunteer Experience:** Minimum 1 year (2,000 hours) of paid or a combination of paid and/or volunteer experience in planning, delivering, supervising or evaluating prevention services. *No more than 6 months (1,000 hours) may be volunteer experience.*
- **Supervised Practical Experience:** 120 hours of supervised experience must be verified, with a minimum of 10 hours documented in each of the six performance domains.
- **Training/Education:** Minimum 120 contact hours of prevention-specific training required.
 - 28 hours must include the Core Prevention Training Curriculum.
 - 50 hours must be ATOD prevention specific.
 - Training must be related to the six IC&RC prevention domains.
 - Relevant college/university courses may be approved toward 1/3 of total training hours (or 40 hours for CPS I).
 - One quarter hour = 10 contact hours
 - One semester hour = 15 contact hours
 - *Face-to-face training is strongly encouraged when possible.*
- **Code of Ethics:** Applicants must read and sign the Tennessee Code of Ethical Conduct for Prevention Specialists included in the online application.
- **Testing:** Applicant will demonstrate knowledge and skills based on the domains and core functions of prevention in the computer-based IC&RC exam. Once the testing fee has been paid, the TCB will assist applicant with pre-registration for IC&RC testing. *It is only necessary to pass the IC&RC exam one time.*

Criteria for Certified Prevention Specialist II (CPS II)

This certification is eligible for reciprocity with IC&RC states.

- **Residency:** Applicants must live or work 51% of the time within TCB jurisdiction
- **Formal Education:** Minimum of a bachelor's degree required.
- **Work/Volunteer Experience:** Minimum 2 years (4,000 hours) of paid and/or volunteer experience in planning, delivering, supervising or evaluating prevention services. *No more than 6 months (1,000 hours) may be volunteer experience.*
- **Supervised Practical Experience:** 240 hours of supervised experience must be verified, with a minimum of 20 hours documented in each of the six performance domains.
- **Training/Education:** Minimum 220 contact hours of prevention-specific training required.
 - 28 hours must include the Core Prevention Training Curriculum.
 - 100 hours must be ATOD prevention specific.
 - Training must be related to the six IC&RC prevention domains.
 - Relevant college/university courses may be approved toward 1/3 of total training hours (or 75 hours for CPS II).
 - One quarter hour = 10 contact hours
 - One semester hour = 15 contact hours
 - *Face-to-face training is strongly encouraged when possible.*
- **Code of Ethics:** Applicants must read and sign the Tennessee Code of Ethical Conduct for Prevention Specialists included in the online application.
- **Testing:** Applicant will demonstrate knowledge and skills based on the domains and core functions of prevention in the computer-based IC&RC exam. Once the testing fee has been paid, the TCB will assist applicant with pre-registration for IC&RC testing. *It is only necessary to pass the IC&RC exam one time.*

Section IV: Additional Info & Fees

Certification Fees:

- Application Fee: \$200 (CPS I) / \$250 (CPS II)
- IC&RC Exam Fee: \$150
- Background Check: Fee determined by 3rd party agency
- Renewal Fee: \$150 (*every 2 years after initial certification*)

Training and Acceptable Documentation:

Training must be related to the six IC&RC prevention performance domains and/or four Core Prevention Functions and approved by the TCB. Documented training can be accepted from many sources, including TCB-approved training providers, and other prevention-related conferences and workshops. Online training can be accepted. Applicants should contact the TCB if they are unsure about the approval of a training course.

Applicants are responsible for submitting timely and appropriate documentation of training and other required information for verification and approval. For training, proof of completion is required (e.g. certificate of completion or letter from the training entity). Documentation should include the applicant's name, training source, contact hours completed, subject matter and date(s) of attendance. Applicants should allow enough time for their application submission documents to be reviewed and processed. *Note: meeting agendas, programs, and Power Point slides cannot be considered approved documentation without verifiable proof of a candidate's attendance and completion.*

Background Check:

All new applicants must submit to a Tennessee Bureau of Investigation (TBI) background check at their expense and the results must be submitted directly to the TCB by the TBI. Information on obtaining a background check will be provided during the online application process. Fees will be determined and paid directly to the TBI.

As part of the background check, all applicants are required to submit to be fingerprinted. Your fingerprints will be used to check the criminal history records of the FBI. As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (e.g. professional credentialing), you have certain rights. As an agency who requires the background check of our applicants, we (TCB) have agency requirements we must adhere to as well. Applicant privacy rights are posted on our web site (www.tncertification.org) and will be provided to applicants during the application process.

Background check results that are not considered “clear” by the TBI will automatically go before a TCB-appointed board ethics committee for review, where a final decision will be made to accept or reject an application for certification.

All records of background checks received by the Tennessee Bureau of Investigation (TBI) are stored securely in compliance with TBI's records retention and deletion guidelines. The TCB undergoes an audit of sensitive information storage to ensure we follow TBI policies.

Re-certification/Renewal:

All Certified Prevention Specialists (CPS) must seek re-certification every two years to maintain an active credential, by fulfilling the following requirements:

- 40 hours of prevention-related continuing education (can be in any domain).
 - Hours must include a TCB-approved, 6-hour prevention ethics course refresher (it can be the in-person or online approved course).
- Continuing education must be completed during the 2-year window between most recent certification/renewal and the next expiration date.
- Training may only be used once for CPS hours (we cannot accept training used for previous renewals).
- Training must include documentation of your attendance and completion. If you attend a conference, please obtain a record of your completion.
- Pay the required renewal fee of \$150.
- Complete the online re-certification application, including submission of training and TCB approval, before the expiration date. *To allow TCB enough time for review and approval, it is encouraged to complete renewal at least 30 days before expiration, to avoid lapsed certification.*
- While a new background check is not required for re-certification, any occurrence which may affect your record must be reported to the TCB, or you will be subject to forfeiting your credential.

Lapsed Certification/Expiration Policy:

Certified Prevention Specialists who fail to re-certify before their credential expires will be subject to the following policy:

- **90-day grace period*:** Lapsed credentials will be granted a 3-month (90 day) grace period to complete renewal.
- **90 days – 2 years:** After 3 months, lapsed credentials are considered expired and are subject to a reinstatement fee of \$150. Regular renewal fees will still apply.
- **After 2 years:** Lapsed credentials after 2 years will be considered permanently expired and applicants will be required to re-apply as a new candidate.

**It should be noted that the 90-day grace period cannot be used to complete required training. Training must be completed during the 2-year period of active certification before the credential expires, while the grace period is only allowed for submission and review of re-certification requirements.*

Extensions of the Re-Certification Period:

Extensions beyond the 90-day grace period must be requested formally in writing to the TCB. The Board will consider extensions under two circumstances:

- **Incapacitation Status:** A certified individual is physically unable to complete re-certification requirements.
- **Inactive Status:** Other instances where a certified individual has stopped actively working in a prevention-related field and pursuing re-certification.
 - To maintain a credential in inactive status, applicants will be required to complete an inactive status application and will be subject to a reinstatement fee equal to \$25 per year of inactive status. To re-activate, applicants will be required to pay the standard renewal fee, associated inactive fees and provide renewal requirements outlined in this manual. Inactive requests after the 90-day grace period are subject to the same policies outlined under lapsed certification.

In addition, it is the responsibility of the individual requesting the extension to provide support for and documentation of their incapacitation or inactive circumstance. It also is the prerogative of TCB to request additional documentation as deemed necessary to establish the validity of the request.

Upgrade of Certification Level:

Prevention specialists holding a CPS I credential who wish to increase to the CPS II level, can apply for an upgrade at any time. Upon request, candidates will be assigned the level upgrade application, outlining additional requirements for the CPS II. In addition, an \$85 non-refundable processing fee will apply. Applicants are not required to retake the IC&RC exam.

Tennessee Code of Ethical Conduct for Prevention Professionals

Adapted from the Prevention Think Tank Code of Ethical Conduct for Prevention Professionals

Preamble

The principles of ethics are models of exemplary professional behavior. These principles of the Tennessee Prevention Code express prevention professionals' recognition of responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field.

They guide prevention professionals in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The principles call for honorable behavior, even at the sacrifice of personal advantage.

These principles should not be regarded as limitations or restrictions, but as goals toward which prevention professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the prevention field.

Principles

I. Non-Discrimination

Prevention professionals shall not discriminate against service recipients or colleagues based on race, ethnicity, religion, national origin, sex, age, sexual orientation, education level, economic or medical condition, or physical or mental ability. Prevention professionals should broaden their understanding and acceptance of cultural and individual differences and, in so doing, render services and provide information sensitive to those differences.

II. Competence

Prevention professionals shall master their prevention specialty's body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service delivery, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the cultures within which prevention application occurs. The maintenance of competence requires continual learning and professional improvement throughout one's career.

- a. Prevention professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable standards.

- b. Due care requires prevention professionals to plan and supervise adequately, and to evaluate any professional activity for which they are responsible.
- c. Prevention professionals should recognize limitations and boundaries of their own competence and not use techniques or offer services outside those boundaries. Prevention professionals are responsible for assessing the adequacy of their own competence for the responsibility to be assumed.
- d. Prevention professionals should be supervised by competent senior prevention professionals. When this is not possible, prevention professionals should seek peer supervision or mentoring from other competent prevention professionals.
- e. When prevention professionals have knowledge of unethical conduct or practice on the part of another prevention professional, they have an ethical responsibility to report the conduct or practice to funding, regulatory or other appropriate bodies.
- f. Prevention professionals should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment.

III. Integrity

To maintain and broaden public confidence, prevention professionals should perform all responsibilities with the highest sense of integrity. Personal gain and/or advantage should not subordinate service and the public trust. Integrity can accommodate the error and the honest difference of opinion. It *cannot* accommodate deceit or subordination of principle.

- a. All information should be presented fairly and accurately. Prevention professionals should document and assign credit to all contributing sources used in published material or public statements.
- b. Prevention professionals should not misrepresent either directly or by implication professional qualifications or affiliations.
- c. Where there is evidence of impairment in a colleague or a service recipient, prevention professionals should be supportive of assistance or treatment.
- d. Prevention professionals should not be associated directly or indirectly with any service product, individual, or organization in a way that is misleading.
- e. Ethical infringements involving the prevention professional or witnessed within the field should be disclosed.

IV. Nature of Services

Practices shall do no harm to service recipients. Services provided by prevention professionals shall be respectful and non-exploitive.

- a. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
- b. Prevention professionals should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.
- c. Where there is suspicion of abuse of children or vulnerable adults, prevention professionals shall report the evidence to the appropriate agency.

V. Confidentiality

Confidential information acquired during service delivery shall be safeguarded from disclosure, including—but not limited to—verbal disclosure, unsecured maintenance of records or recording of an activity or presentation without appropriate releases. Prevention professionals are responsible for knowing and adhering to the State and Federal confidentiality regulation relevant to their prevention specialty.

VI. Ethical Obligations for Community and Society

According to their consciences, prevention professionals should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of prevention professionals to educate the general public and policy makers. Prevention professionals should adopt a personal and professional stance that promotes health.