

# Montana Certified Prevention Specialist (CPS) Certification Manual

MONTANA PREVENTION CERTIFICATION BOARD

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# INTRODUCTION

## Purpose of this Manual

Earning a professional credential is a rewarding multi-step process. The following manual includes detailed information about applying for initial certification to become a Certified Prevention Specialist in Montana and recertification information. Since the cornerstone of being a prevention specialist in Montana includes resourcefulness, all applicants should review the information on the Montana Prevention Certification Board's website (mtpreventioncertificationboard.org) as well as the information contained in this manual before beginning the application process. Additionally, applicants should regularly refer to both the website and this manual to guide them throughout the process. If you have additional questions, please contact the Certification Program Manager at hello@mtpreventioncertificationboard.org.

## About Us

The **Montana Prevention Certification Board (MPCB)** was established in January 2022 as a non-profit professional credentialing organization operating in Montana to become a member board of the International Certification and Reciprocity Consortium (IC&RC). The Board strives to advance the field of prevention as a viable and effective professional discipline to benefit Montana communities. MPCB currently credentials individuals working in the field of prevention according to the high standards of the IC&RC.

IC&RC and its members are committed to public protection through the establishment of quality, competency-based credentialing for prevention, substance use treatment, and recovery professionals. The IC&RC also promotes establishing and recognizing minimum standards to provide reciprocity for certified professionals. Reciprocity means individuals who hold IC&RC credentials can transfer their credentials to any of the IC&RC's many member organizations.

The goal of IC&RC is to provide uniform professional standards, giving the professionals promoting behavioral health, mental health, and substance use prevention greater visibility in the United States and abroad. Once certified, each professional is required to strictly adhere to a *Code of Ethical Conduct* and participate in annual *Continuing Education (CE)*.

## Purpose of Certification: The MPCB Mission

MPCB serves the public interest by developing, administering, and maintaining certification programs that reflect current standards of competent practice for prevention specialists and those working in related public health capacities. MPCB's mission is to protect the health, safety, and welfare of the citizens of Montana by regulating our certified professionals through

experience, education, and compliance with professional and ethical standards. MPCB believes that funding agencies should require prevention professionals to be certified to ensure optimal prevention service delivery.

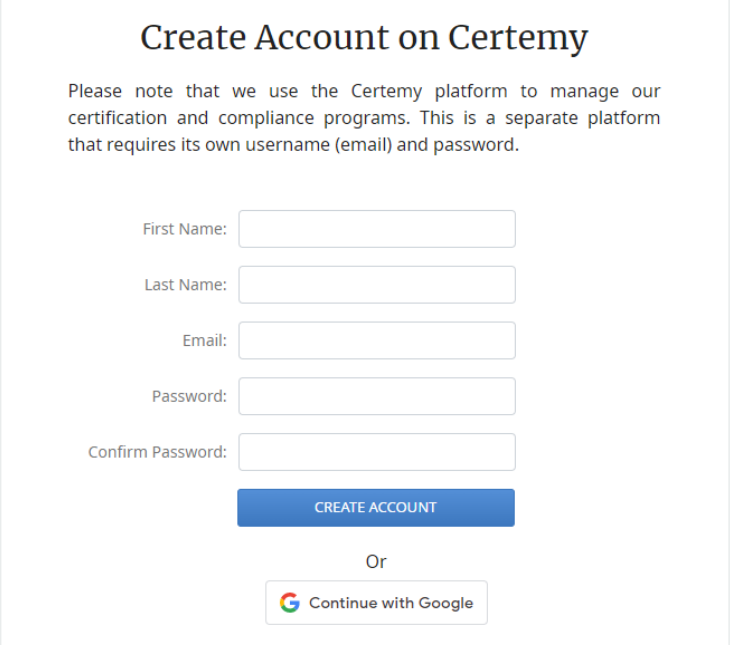
MPCB also promotes professional development and growth. Once an applicant receives their CPS (Certified Prevention Specialist) credential from MPCB, their communities can rest assured that a professional equipped with the highest standards in the field is working on their behalf.

## 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 on 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 misuse (ATOD), 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."

## What is Certemy?

Certemy is the cloud-based workflow automation system MPCB contracted with to provide professional credential management, tracking, and verification software. Many other state prevention certification boards use Certemy because the intuitive user interface makes it a sound choice for credentialing and compliance management. MPCB applicants will set up Certemy accounts and use their platform for the entire credentialling process. Links to Certemy are located on the MPCB website at mtpreventioncertificationboard.org.



# CERTIFICATION PROCESS OVERVIEW




## Application Process

The primary purpose of certification is to ensure that professionals in any given field meet high standards of performance. Certified professionals have completed a rigorous process to demonstrate they possess the competency necessary to provide quality services. To earn a MPCB credential, all applicants must complete the Application Process. The Application Process ensures that each applicant provides verifiable documentation demonstrating they have met the necessary education, training, and experience standards. The application process is accomplished using Certemy software. Links to this safe and secure credentialing software are on the MPCB website. Detailed instructions about the Certemy process are outlined below.

The MPCB offers two main application routes: ***Standard*** and ***Legacy*****.** The **Standard** process is for individuals who will meet all requirements and must pass the examination. **Legacy**, once known as Grandfathering, is a sub-set of Standard, offered for a limited time only, for those with at least 5 years of experience in prevention. Legacy candidates will not be required to take the exam. Legacy will only be offered for a 90 day-window. MPCB will only open the Legacy window in three nonconsecutive 30-day increments for a total of 90 days. That gives Legacy candidates more options to apply and satisfy requirements, but once the 90-day window is closed the last time, Legacy will never again be an option.

## Examination Process

The MPCB Examination Process is for candidates who have met the minimum education, training, and experience standards set for the CPS credential. MPCB will not allow applicants to register for the exam until their Application for Certification and supporting documents have been approved. Upon successful completion of the exam, the CPS credential will be awarded.

## Maintenance & Renewal

Once an applicant becomes a CPS, they enter the Maintenance & Renewal Phase whereby they are required to complete a minimum number of annual continuing education (CE) and abide by the MPCB Code of Ethical Conduct in their daily practice. Timely payment of renewal fees and completion of CE documentation are required to prevent inactive status.

## Step-by-Step Initial Certification Process

**Prepare & Apply**

- Review MPCB website and Certification Manual.
- Create Certemy account.
- Complete the online application and pay fees.

**Review Process**

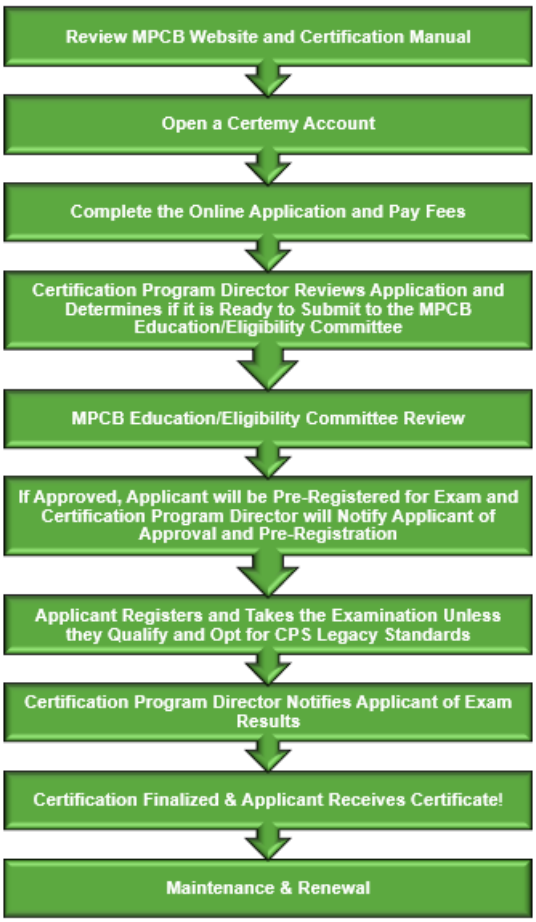
- Certification Program Director reviews application and determines if it is ready to submit to the MPCB Eligibility Committee.
- MPCB Eligibility Committee review.
- If approved, the applicant will be notified and pre-registered for the exam.

**Exam & Certification**

- Applicant registers for exam.
- Applicant completes exam (unless they qualify and opt for CPS legacy standards).
- Applicant is notified of exam results.
- Applicant receives active certificate.

**Maintenance & Renewal**

For those applicants who prefer a more linear view to print and check off overall progress:



# INITIAL CERTIFICATION REQUIREMENTS

## Residency

Applicants must live or work *at least 51% of the time* within the state of Montana.

## Legacy Standards & Process

Legacy (once known as Grandfathering) standards are a temporary sub-set of the Prevention Specialist credential's full certification standards (Standard). Legacy standards are typically set when a new credential is opened for application for the express purpose of allowing persons who have long been "doing the work" to earn the credential without having to take the exam.

Legacy standards focus on degree, training, and experience requirements and omit the exam requirement. The following page lists the specific requirements you will need to document within Certemy.

No designation will allow the public to determine if a PS credential was earned under Legacy or full certification standards.

MPCB will only open the Legacy window in three nonconsecutive 30-day increments for a total of 90 days**,** and it is only available to professionals with approximately **5 years of prevention experience**. During the active Legacy period, the applicants must submit proof of the requirements listed below using the online Certemy application software within the MPCB's established time frame. As previously stated, at their discretion, MPCB will open in three nonconsecutive 30-day increments for a total of 90 days. This will allow more applicants who qualify for Legacy standards the time to gather documentation for verification in the application. Once the Legacy 90-day period has closed the last time, it will not be reopened.

**The 3 MPCB 90-day Legacy Window Dates are as follows:**

- **Window #1: November 1, 2022 - November 30, 2022**
- **Window #2: February 1, 2023 - March 2, 2023**
- **Window #3: November 1, 2023 - November 30, 2023**

## Requirements for Legacy Status

1. High school education or equivalence and attain the age of eighteen (18).
2. 120 hours of documented education/training, as specified below in the next section, which must include completion of Substance Abuse Prevention Skills Training (SAPST), Native American SAPST, or Community Anti-Drug Coalitions of America (CADCA) National Coalition Academy training within the last 7 years.
3. Completion of Ethics in Prevention Course within last 2 years.
4. Ten thousand (10,000) documented hours of alcohol, tobacco and other drugs (ATOD) prevention – work experience (paid or volunteer) within the last 7 years.
5. Signed Agreement to abide by the MPCB Code of Ethics.
6. Fees: $75.00 for application and $150.00 for certification.

### LEGACY EDUCATION/TRAINING REQUIREMENTS

**Total Required Education/Training Hours: 120**

- minimum of **60 hours** must be related to Alcohol, Tobacco and other Drugs (ATOD)*
- remaining hours may be in other related prevention education and/or training**

*Of the **60 hours** of specific ATOD education/training, the following courses are required:

- 20 hours must be obtained through the "Substance Abuse Prevention Skills Training" (SAPST). You may substitute 31 hours of the 3-week (96 hour) CADCA National Coalition Academy for SAPST, as long as you have attended all three weeks of training. You may also identify 20 hours of similar SAPST training material and present it to the certifying board for approval.
- 6 hours of Prevention Ethics (Prevention Ethics Training must has been completed within 2 years prior to application submission).
- 8 hours of Sustainability or another ATOD course as it relates to sustainability.

**Of the remaining hours needed to meet the 120 hours of education/training requirement, general prevention education/training must include the following:

- 4 hours of Public Health "101."
- 6 hours of Health Equity (formerly known as Cultural Competency).
- 2 hours of Suicide Prevention.
- 3 hours of Mental Health Education.

# Montana Certified Prevention Specialist (CPS) Standard Requirements

## 1. EDUCATIONAL REQUIREMENTS

High school education or equivalence and attain the age of eighteen (18).

## 2. EXPERIENCE REQUIREMENTS

Certified Prevention Specialist candidates must have 2,000 (one year) documented hours of prevention-related experience in the six Performance Domains.

Six Performance Domains (Explained in detail further on in the manual):

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

Of those 2,000 documented hours, a minimum of **120 hours** of **supervision**** is required, with at least **10 hours** in each domain. A minimum of **500** (25%) of the required 2,000 hours must be specific to alcohol, tobacco and other drugs (ATOD) prevention.

Experience may come from internships/practicums and paid or voluntary work hours. Applicants must have gained experience and received supervision from a position in which the job description included prevention.

**Calculating Hours of Experience:** Hours of experience are based on actual time worked, interned, or volunteered. Hours are calculated based on start/end dates and the average weekly schedule. The following equivalents will help to calculate hours of experience:

- 1 year of full-time employment/volunteering = 2,000 hours
- 1 month of full-time employment/volunteering= 167 hours
- 1 week of full-time employment/volunteering= 40 hours

For example, if an individual worked half-time (20 hours per week) for a full year, they would accumulate 1,000 hours of experience.

****Supervision** is a formal or informal process that is administrative, evaluative, observative, and supportive. It can be provided by more than one person. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be at the forefront.

## 3. EDUCATION/TRAINING REQUIREMENTS

Certified Prevention Specialist Candidates must have a total of **120 hours** of documented education and training. A minimum of **60 hours** of the **120 hours** must be ATOD prevention. The remaining hours may be in other related prevention education and/or training.

Of the **60 hours** of specific ATOD prevention education/training the following courses are required:

- **28 hours** must be obtained through the "Substance Abuse Prevention Skills Training" (SAPST). An applicant may substitute **28 hours** of the 3-week (96 hours) Community Anti-Drug Coalitions of America (CADCA) National Coalition Academy training for SAPST, as long as they have attended all three weeks of training. Applicants may also identify 28 hours of similar SAPST material and present it to the certifying board for approval.
- **6 hours** of Ethics in Prevention (Ethics in Prevention Training must have been completed within 2 years before application submission).
- **8 hours** of Sustainability or another ATOD prevention course as it relates to sustainability.
- Of the remaining hours needed to meet the 120 hours of education/training requirement general prevention education/training must include the following:
    - **4 hours** of Public Health 101
    - **6 hours** of Health Equity (known as Cultural Competency)
    - **2 hours** of Suicide Prevention
    - **3 hours** of Mental Health Education

**Defined/Types of Education**: Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-service training, college/university credit courses, and MPCB-approved distance education. Courses or Continuing Education Units from an accredited college or university: Undergraduate or graduate coursework may be submitted for credit towards the required hours. One semester credit hour = 15 clock hours or one credit hour on a quarter system = 10 clock hours, as long as all the hours in the course are relevant. If your situation falls out of these credit to hour ratio guidelines, check with the Certification Program Manager.

**Online Training/Webinars**: Online trainings/webinars can be applied to the education requirement. Pre-approved training for Prevention Specialists and trainings that are endorsed or sponsored by the following organizations are automatically pre-approved:

- International Certification & Reciprocity Consortium (IC&RC)
- Center for Substance Abuse Prevention (CSAP)
- SAMHSA's Prevention Technology Transfer Center (PTTC)

- Community Anti-Drug Coalitions of America (CADCA)
- Centers for Disease Control (CDC)
- A list of pre-approved training opportunities will be made available on the MPCB's website.

Whenever possible the education/training for initial certification should be from pre-approved sources. All workshops, in-service education, online training, or college course certificates of completion that are not pre-approved by the MPCB must be submitted with a syllabus, agenda, or description of the training as proof of its appropriateness.

**Trainings without Pre-Approval Status:** Trainings that are relevant to ATOD prevention and/or the IC&RC Prevention Performance Domains can be applied toward the education/training requirement for certification or re-certification. If these trainings are not included in the "Approved Trainings" list, the MPCB reserves the right to ask for additional information to determine the applicability of training/education for Prevention Specialist certification.

**Calculating Hours of Training:** 1 Hour/Contact Hour = 1 CEU.

**Documenting Education**: Education hours by discipline must be documented online via Certemy and accompanied by certificates of completion for each documented training/workshop. Any education event listed that does not have the required documentation will not be considered. It is the responsibility of the applicant to provide the required documentation.

**Undocumented Events**: If a certificate(s) of completion for one or more workshops is not available, the Education & Training Log for Undocumented Events must be completed. You can find this form on the website at: mtpreventioncertificationboard.org/resources/education-training-log/. A supervisor, program director, or applicable course instructor must sign this form to verify attendance at the listed workshops. Listing education on this form should be the exception in the application documentation. Only 15% (18 hours for initial certification or 6 hours for recertification) of total education can be applied with this form.

## 4. PREVENTION SPECIALIST EXAMINATION REQUIREMENT

To become a Certified Prevention Specialist, an applicant must pass a Prevention Specialist Examination. The exam consists of 150 multiple-choice questions. The Prevention Performance Domains addressed in the exam include Planning and Evaluation; Prevention Education and Service Delivery; Communication; Community Organization; Public Policy and Environmental Change; and Professional Growth and Responsibility.

Scores are reported on a scale ranging from 200-800. A score of 500 is passing. The minimum scaled passing score is 500 for all examinations. Candidates are provided with official score letters that report a final scaled score and the percentages of items answered correctly in each

performance content domain. Applicants can retake the test after the mandatory 90-day waiting period.

After four consecutive failed attempts, IC&RC Member Boards such as MPCB must require candidates to take remedial actions before a subsequent four testing attempts. The required remedial actions are at the discretion of the board. Candidates who fall into this category should contact their IC&RC Member Board. Contact information for all IC&RC Member Boards can be found at www.internationalcredentialing.org.

### 5. AGREEMENT TO ABIDE BY THE CODE OF PREVENTION ETHICS

To become a Certified Prevention Specialist, an applicant must sign an agreement to abide by the Code of Ethical Conduct (in the application packet).

### 6. FEES

| | |
|---|---|
| Initial Application | $75 |
| Initial 2-year Certification | $150 |
| IC&RC Exam | $175 |
| **TOTAL** | **$400** |
| | |
| **Recertification (CPS valid for 2 years)** | **$175** |

# CPS INITIAL CERTIFICATION PROCESS

1. To apply, applicants must live or work *at least 51% of the time* within the state of Montana. Applicants will attest to this and the Montana home address they must provide in the application will confirm their residency.
2. Once the applicant pays the initial fee ($75), they complete the online Certemy application. The applicant also pays an additional ($325) to process the application and cover the cost of taking the exam. If the applicant's employer is paying these fees, an appropriate invoice will be provided to MPCB with all the necessary details.
3. If the applicant is using the Legacy (grandfathering) process, the additional cost will be ($150) since the applicant will not be taking the IC&RC exam ($175). The Education/Eligibility Committee will review the application to ensure the Legacy requirements are all satisfied.
4. The Certification Program Manager determines if the application is complete and sufficient for review.

5. Once all the items have been submitted by the applicant and approved by the Certification Program Manager, the Education/Eligibility Committee conducts a final review to determine if the applicant is eligible to sit for the CPS exam.
6. Upon application approval by the Education/Eligibility Committee, the Certification Manager will pre-register the applicant to sit for the exam.
7. Candidates will receive an email from the testing company. This email outlines how the candidate can select a date, time, and location to sit for the examination. This location may be a remote proctored location or a physical testing site.
8. IC&RC uses SMT/Prometric to administer examinations. They may also be referred to as IQT testing or Schroeder Measurement Technologies (SMT). These three companies merged into one larger testing company with three divisions. IC&RC utilizes computer-based testing.
9. Once the applicant passes the exam and MPCB receives the official score, the applicant will be certified. Once certified, the certificate can be found in the certificate holder's Digital Wallet within their Certemy account. Detailed Certemy instructions are below!
10. If the applicant does not pass the exam or misses the scheduled test date, the applicant must work with the Certification Program Manager to re-schedule the exam and pay the fee for the additional exam.*
11. Please Note: ALL sections of the application must be complete for the application to be considered ready for submission to the Education/Eligibility Committee. This includes the Fees section. Until an application is complete, it cannot be submitted for review by the Education/Eligibility Committee.

**Per IC&RC: Candidates interested in retaking an exam must wait 90 days after the original test date.*

## Information Needed to Complete the Initial Application

### 1. FORMAL EDUCATION – HIGH SCHOOL DEGREE/GED OR HIGHER

- Name of institution.
- Date of graduation.
- Copy of diploma or transcript.

### 2. 120 HOURS PREVENTION SPECIFIC TRAININGS RELATED TO THE SIX PERFORMANCE DOMAINS

- Name of training(s).
- Name of the organization providing the training(s).
- Dates of training(s).
- Hours completed for each training.

- Hours applied to each Performance Domain:
  - **28 hours:** Substance Abuse Prevention Skills Training (SAPST). Refer to "*Initial Certification Requirements*" above for allowable substitutions.
  - **60 hours** must be Alcohol, Tobacco and Other Drug (ATOD)- specific.
  - **6 hours** must be specific to Ethics in Prevention.
  - **8 hours** must be Sustainability or another ATOD prevention course as it relates to sustainability.
  - **4 hours** of Public Health 101.
  - **6 hours** of Health Equity (known as Cultural Competency).
  - **2 hours** of Suicide Prevention.
  - **3 hours** of Mental Health Education.
- College/University credits from an applicable ATOD prevention-related course may be applied for a maximum of 45 hours. **One semester credit is equivalent to 15 clock hours**. Three semester credits are equivalent to 45 clock hours. One-quarter credit is equivalent to 10 clock hours. An official transcript from the college/university is required. Formulas from different universities may differ. MPCB will work with you on a case-by-case basis.
- It is the responsibility of the applicant to make sure their trainings align with the certification requirements and IC&RC Domains as well as which specific domains are applicable to their trainings.

## 3. TRAINING VERIFICATION AND TRAINING CERTIFICATE INFORMATION

- Acceptable Forms of Training:
  - Webinars.
  - Online, self-paced trainings.
  - Live conferences.
  - Live trainings.
- Certificates of completion are required for each training submitted for hours. Certificates of completion must include:
  - Training center.
  - Trainer's name.
  - Applicant's name.
  - Hours completed and date of training.
  - Conference or training agendas/brochures ***DO NOT*** meet the requirements for evidence of training completion.
  - If you do not have a certificate of training, please contact the Certification Program Manager at hello@mtpreventioncertificationboard.org.

### 4. TRAININGS NOT ACCEPTED

- MPCB reserves the right to reject submitted training documentation that is not aligned with the intent of the requirements stated above.

### 5. WORK EXPERIENCE INFORMATION REQUIRED

- **2,000 hours** of work experience (volunteer or paid) specific to the six Performance Domains over a minimum of 2 years and a maximum of 7 years.
- Name of Organization(s).
- Number of hours completed in each domain.
- Supervision verification – completed within the application.
- An applicant must be currently engaged in prevention services (i.e. internship, volunteer, employee) at the time of application submission.

### 6. SUPERVISION INFORMATION REQUIRED

- **120 hours** of supervision specific to the six Performance Domains (a minimum of 10 hours in each domain) must be submitted within the application.
- Name of organization(s).
- Supervisor contact information including email address Certemy will use.
- Number of hours of group and/or individual supervision completed for each domain. The supervisor(s) will receive a link to verify your experience and supervision. It is important to note this link will *expire after 14 days*. Should the link expire, contact the Certification Program Manager at hello@mtpreventioncertificationboard.org.

### 7. READ AND SIGN THE CODE OF ETHICS WITHIN THE CERTEMY APPLICATION'S ATTESTATION FUNCTION

# SETTING UP A CERTEMY ACCOUNT

MPCB uses certification management software to house all applications for Montana Certified Prevention Specialists. The software system is called Certemy and it was chosen for its intuitive ease of use. The applicant's Certemy account will remain active and contain all their certification information throughout the application process and recertification process.

Below is an outline of the steps required to complete this part of the application process. To begin an application, the applicant must first open an account with Certemy.

**STEP 1:** After reviewing the website and the information contained in this manual, open a Certemy account to begin the application. Click on the links for **Standard CPS** or **CPS Legacy** located on the MPCB website: mtpreventioncertificationboard.org. The applicant will then be taken to a page asking if they have an account. Click **No** and you will be prompted to create one (for a visual, see page 4 of this manual).

**Note:** If you don't see the link to the CPS Legacy option that could mean the timeframe for that process has ended. Legacy will only be available for a three nonconsecutive 30-day increments for a total of 90 days when MPCB first begins certifying prevention specialists.

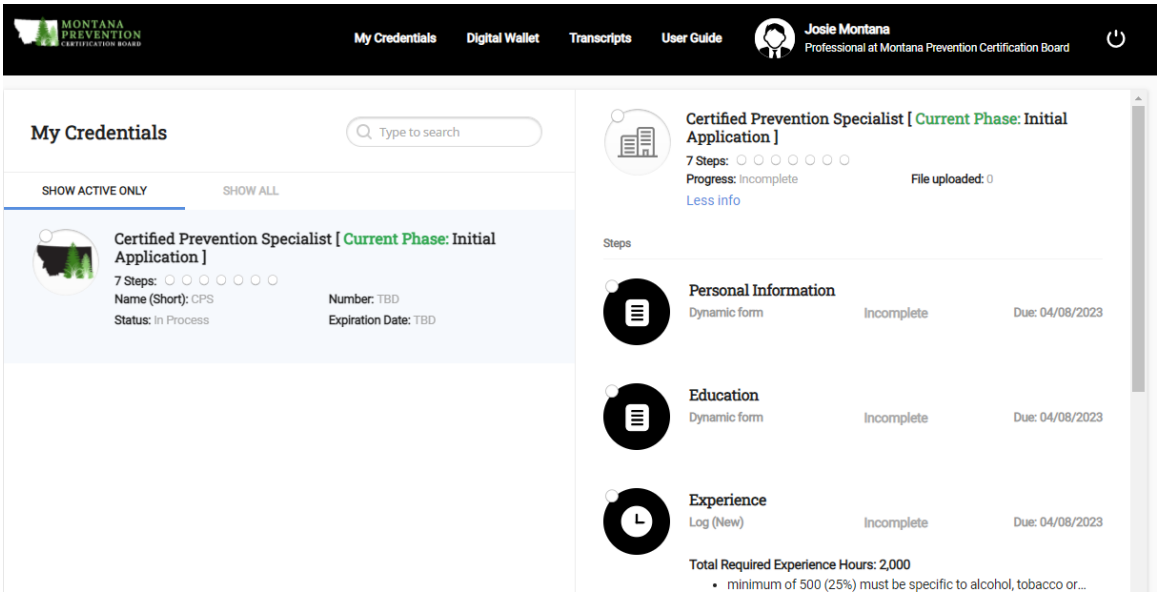
**STEP 2:** Fill in the requested information and create an account and password.

**Note:** Applicants are highly encouraged to use a personal, more permanent email address for their application/certification account for several key reasons. Emails attached to an applicant's employment might block communications from MPCB & Certemy due to strict firewall protections. This leaves MPCB with almost no way to contact the applicant/professional with certification status updates or community updates. Additionally, the professional's Certemy account will be active on a long-term basis. If or when an applicant experiences a change in employment, it's easy to forget to update the Certemy account with new contact information including the new email address. In this event, MPCB has no way of contacting the applicant with certification updates. Please set up your account with a more permanent (or personal) email account to prevent this inability to communicate.

**STEP 3:** Next in the registration process, a screen asks the applicant to verify their email to complete the registration. An email link will be sent to the email address provided for account registration. Click on **Complete Registration**.

**STEP 4:** The applicant will be asked for some additional information about their professional profile. Read the Terms & Conditions and check the **I Accept** box.

**STEP 5:** The applicant will be directed to the homepage of their Certemy account which lists each step required to complete the application process on the right-hand side:




**STEP 6:** Study the homepage. Notice there are now **7 Application Steps** outlined on the right side of the webpage and explained in more detail below. All 7 steps must be complete (including payment of fees) before the application can be considered by the MPCB Eligibility/Education Committee for review. These steps do not have to be completed in the order listed in the application. Applicants can move freely throughout the application steps, completing steps as they obtain the required information and supporting documentation.

## Key Functions Within Certemy

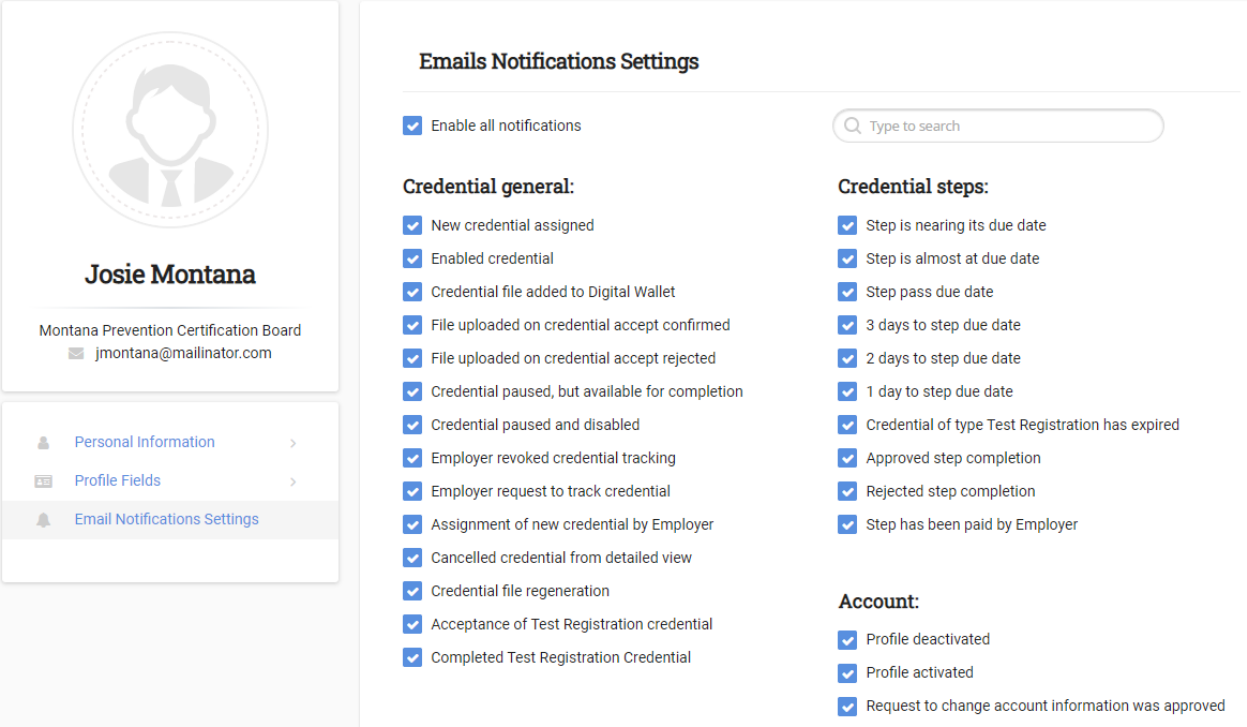
### MY CREDENTIALS

There are many helpful functions available on your Certemy account homepage. Click on **My Credentials** in the taskbar at the top of the screen, to get to your homepage and see the 7 steps.




### PROFILE AND EMAIL NOTIFICATION SETTINGS

The Profile tab, where that applicant's name is listed, is where the applicant can manage profile information and Email Notification Settings. Review the **Email Notification Settings** tab to manage what kind of notifications you receive regarding your application and recertification. But don't opt out of receiving the key information needed to complete the application.




**Changing the Email Address on your Certemy Account:** Should the applicant wish to change their email address; the applicant can do it within the system. If you have any problems:

1) Contact Certemy at support@certemy.com or call (866) 907-4088.
2) Provide your name, the current email on your account, and the new email address you wish to now have attached to the account.

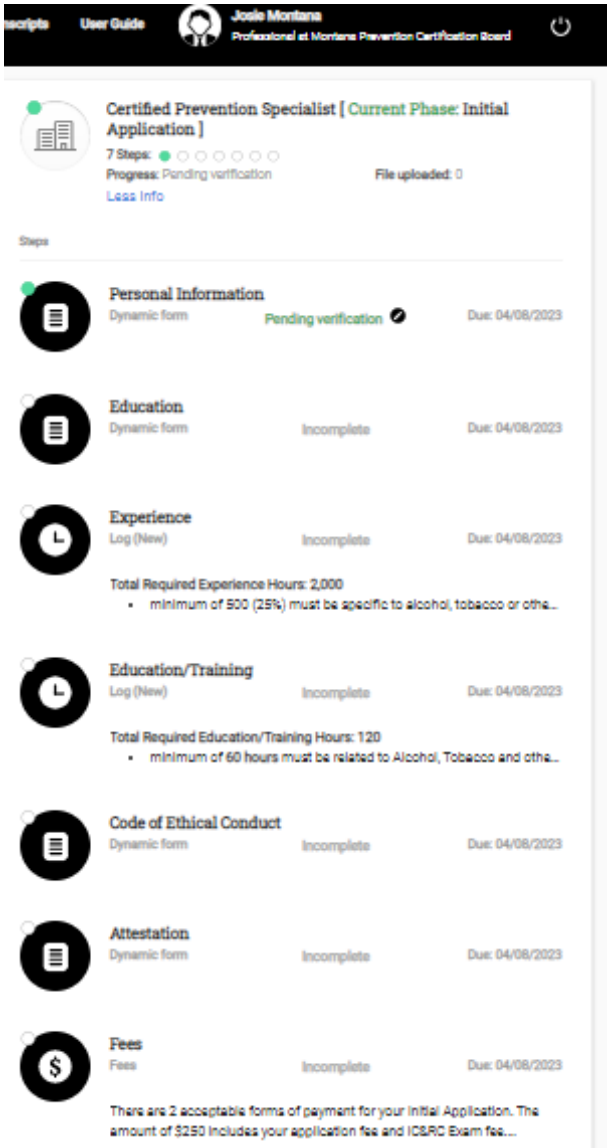
## DIGITAL WALLET

Once documents and files are uploaded to the applicant's application, they can be found in the **Digital Wallet.** These materials will remain within the **Digital Wallet** for immediate access. Additionally, once an applicant's certification is finalized, their **Prevention Specialist Certificate** will also be located here. Receipts for fees paid are also located here.



# CERTEMY 7-STEP APPLICATION PROCESS

From the **My Credentials** tab, the applicant's **7-Step Process** is laid out. When you are ready to complete an application step, simply click on that step, and a **Complete Now** box appears for the applicant to click. Proceed through each of the steps by following the prompts. The **Progress** bar on the top indicates when you're complete with each step.




## 1. PERSONAL INFORMATION

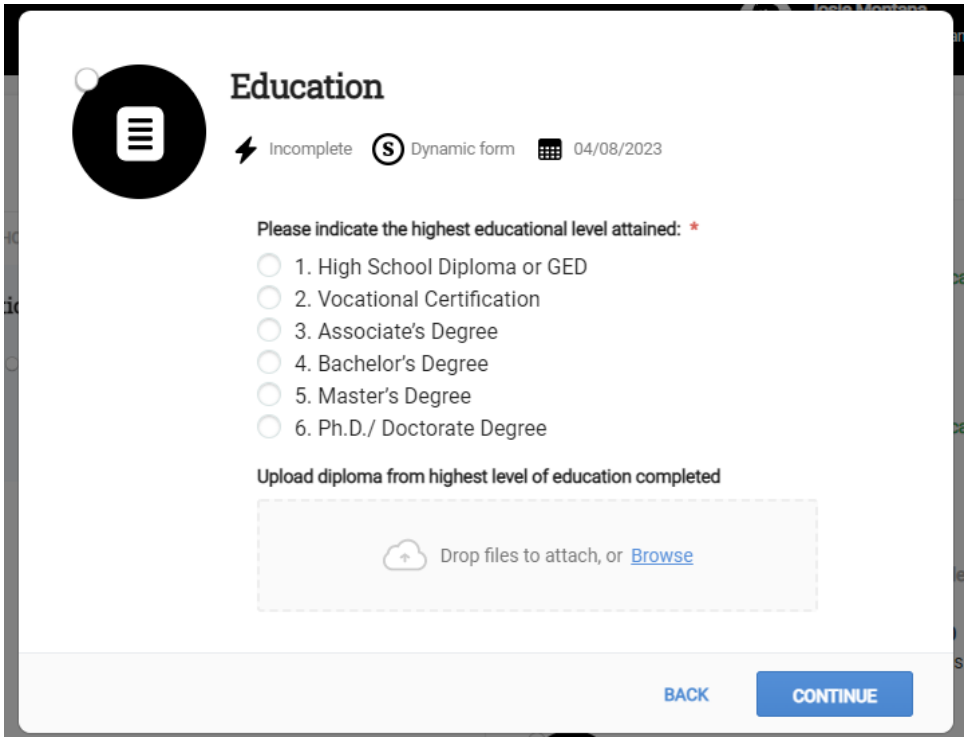
This section of the application requires the applicant to submit their contact information. Click on the **Complete Now** button to complete this section of the application.

**NOTE:** Applicants are required to ***use their legal name*** that matches their government-issued photo identification (i.e. Driver's License, Passport, Military ID, etc.)! This is extremely important. The name on your application is the name used for pre-registration for your prevention specialist examination. Should this name not match your government-issued photo ID, you will not be permitted to sit for the examination. This can result in canceled exams, delay in certification, and additional examination fees on the part of the applicant.

## 2. EDUCATION

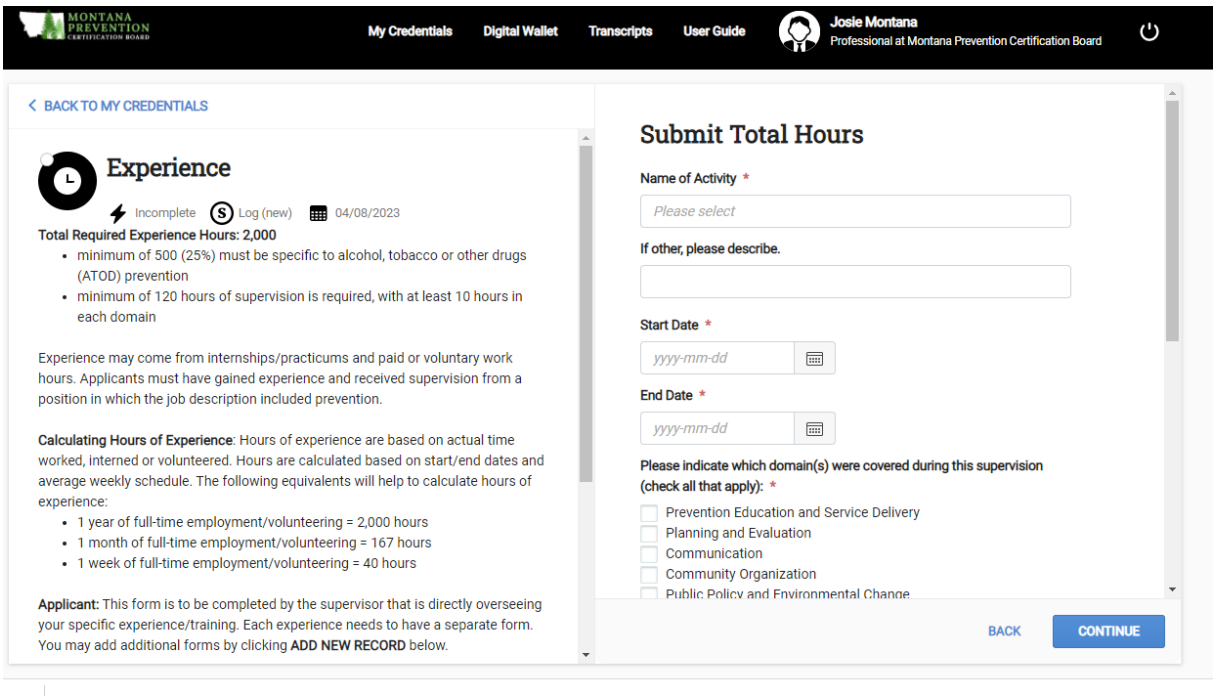
In this section, applicants are required to indicate their highest level of education attained. The applicant will be allowed to upload a diploma. ***Click on the Drop files to attach or Browse*** to attach the document from wherever you house it on your computer, then click **Upload.**

**NOTE:** Once a document is uploaded into a step and the applicant refreshes the page, they will notice it says **Pending** in that application step. It will remain in the *Pending* status until that step is either *Approved* or *Rejected* by the Board.

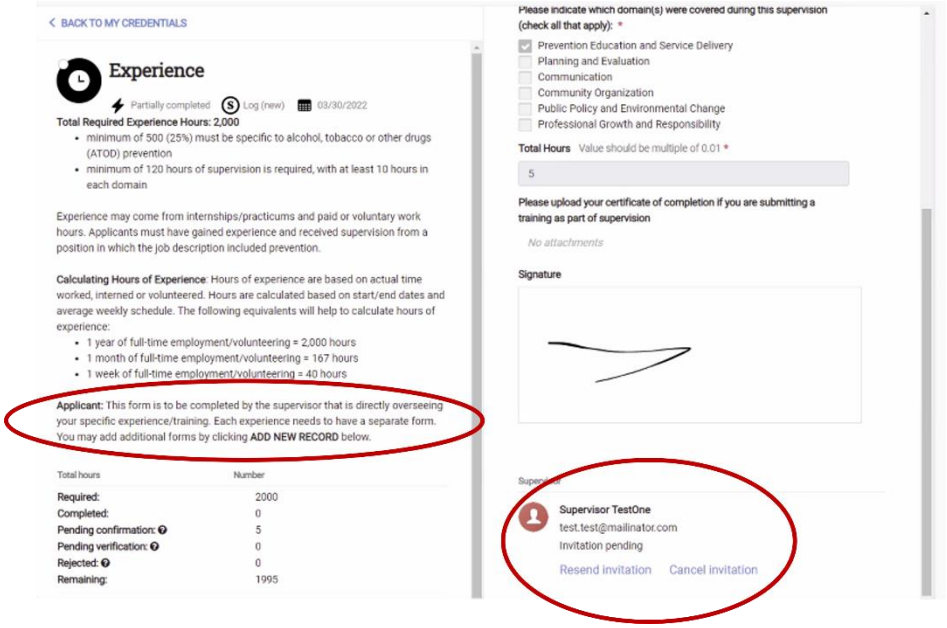



## 3. EXPERIENCE

This section is to be completed **by the Professional and Supervisor.** Here the applicant will document their **2000 hours** of required experience including a minimum of 500 in ATOD prevention and the required 120 hours of supervision which the supervisor will confirm.



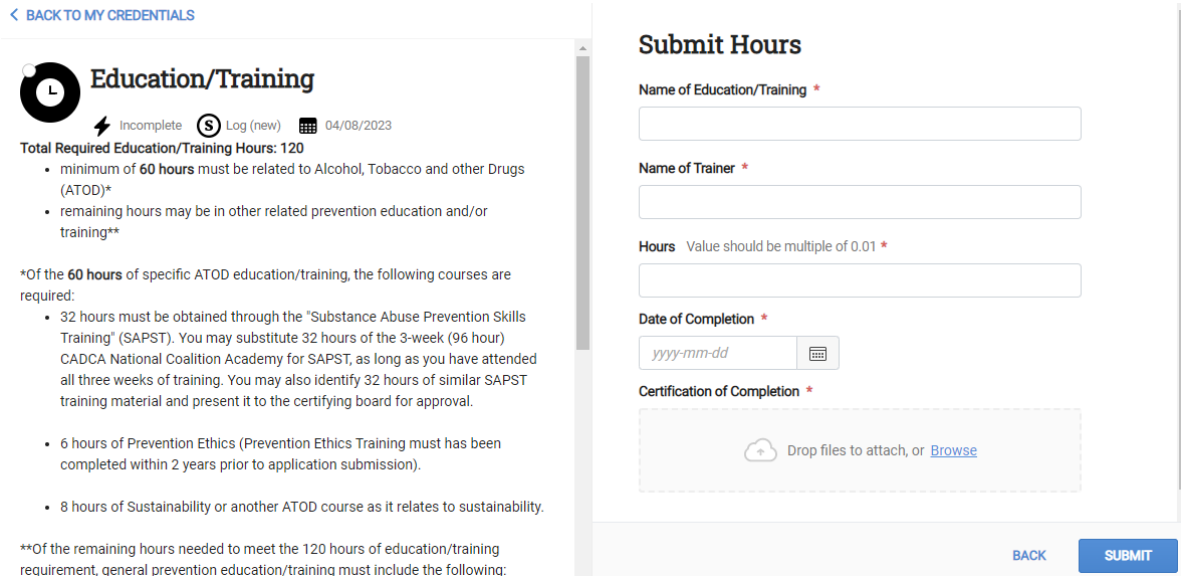

Once the professional completes their portion of this section, click **Continue**. By clicking continue, you will need to invite your **Supervisor**. This might be a former supervisor, HR Director, past Technical Assistance Leader, etc., or whoever can attest to the following information. MPCB is eager to work with those interested in returning to the prevention arena and (within reason) we will work with you to satisfy our requirements and help you navigate unusual circumstances with supervisors or HR departments that are no longer available.



Fill in the Supervisor's contact information and click **Submit.**

## 4. EDUCATION/TRAINING

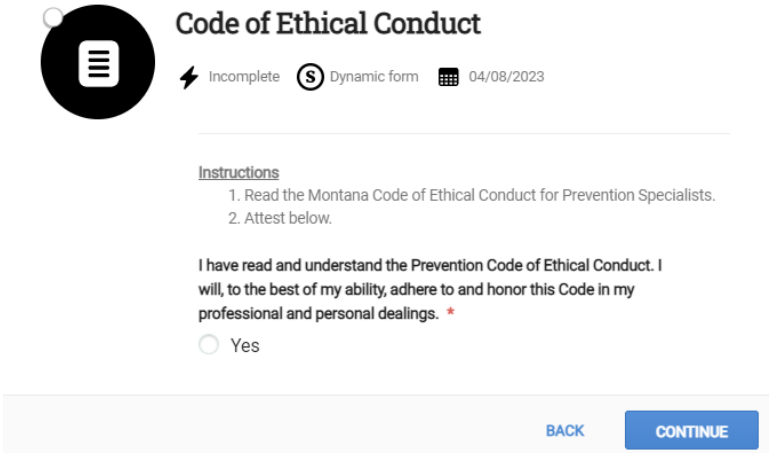
Complete the mandatory 120-hour requirement specifics explained here. Continue to add and click on submitting until 120 hours has been reached. Once the required hours have been submitted, click the **Confirm Log** button on the pop-up box. The system will not allow any hours to be added after Confirm has been clicked. If you'd like to add more than 120 hours, click the **Close window** instead. Some individuals like adding additional hours even when it's unnecessary.




***Motivation Break:*** *There are a lot of procedures to follow and supporting materials to collect. But you know who will appreciate this effort? Those children who grow up to be adults without the problems your efforts in prevention helped forestall. Alright then, get busy certifying.*

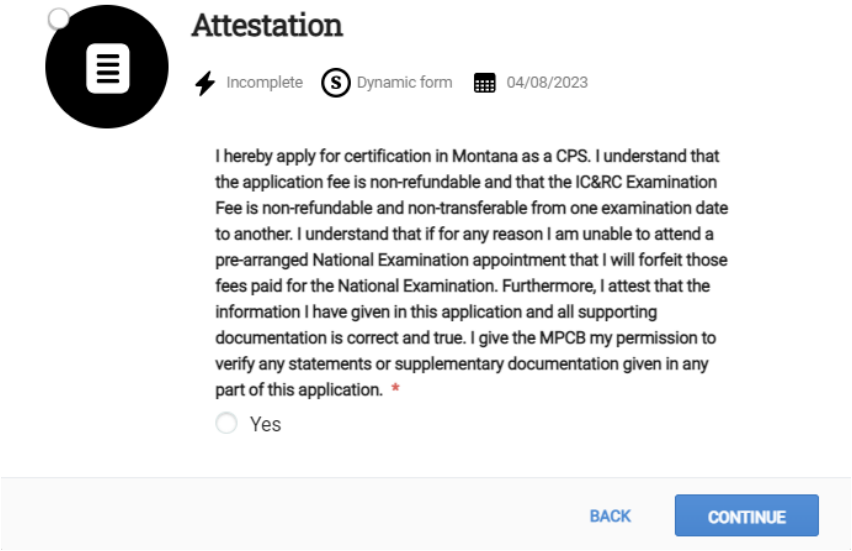
## 5. CODE OF ETHICAL CONDUCT

Download the Code of Ethical Conduct from the website, read it thoroughly, and attest. The Code of Ethical Conduct is also available later in the manual.



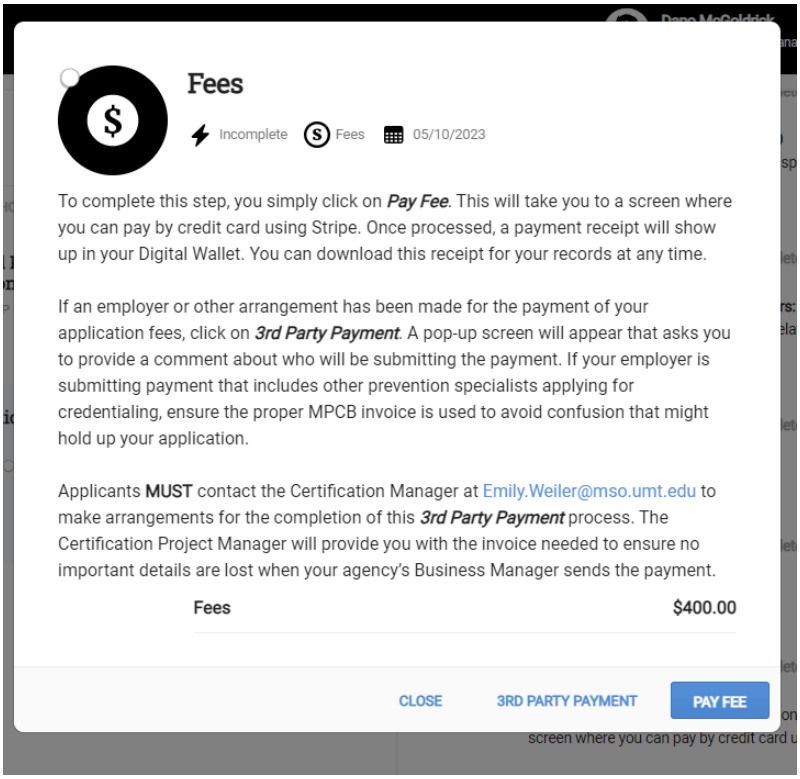

## 6. ATTESTATION FOR THE ENTIRE APPLICATION.

Read the Application Attestation clause and attest by clicking **Yes**.



## 7. FEES

To complete this step, you simply click on ***Pay Fee***. This will take the applicant to a screen where they can pay by credit card using Stripe. Once processed, a payment receipt will show up in the applicant's Digital Wallet. A receipt can be downloaded for your records at any time.




If an employer or other arrangement has been made for the payment of your application fees, click on ***3rd Party Payment***. A pop-up screen will appear that asks you to provide a comment about who will be submitting the payment. If your employer is submitting payment that includes other prevention specialists applying for credentialing, ensure the proper MPCB invoice is used to avoid confusion that might hold up your application.

Applicants **MUST** contact the Certification Program Manager at hello@mtpreventioncertificationboard.org to make arrangements for the completion of this ***3rd Party Payment*** process. The Certification Program Manager will provide the invoice needed to ensure no important details are lost when the employer remits the payment.

| | |
|---|---|
| Initial Application | $75 |
| Initial 2-year Certification | $150 |
| IC&RC Exam | $175 |
| **TOTAL** | **$400** |
| | |
| **Recertification (CPS valid for 2 years)** | **$175** |

# EXAMINATION PROCESS & CREDENTIAL AWARDED

Once all the above steps have been completed correctly, the application is ready for Education/Eligibility Committee review. The Committee meets every other month to review applications. The committee meeting schedule and submission deadlines can be found on MPCB's website. Once the Committee approves, the applicant is cleared to sit for the exam.

## Scheduling the Exam

1. Once the Education/Eligibility Committee has reviewed and approved the application, the applicant will be notified. *If the applicant is a Legacy Candidate, congratulations, you have satisfied the requirements to earn a CPS Certificate! See step # 14.* For Standard applicants, it's time to study some more for the exam.
2. The Certification Program Manager pre-registers the Standard CPS candidate for the exam with the IC&RC testing company.
3. IC&RC uses SMT/Prometric to administer examinations. They may also be referred to as IQT testing or Schroeder Measurement Technologies (SMT). These three companies merged into one larger testing company with three divisions.
4. The Certification Program Manager will notify the candidate that they are approved to take the exam and have been pre-registered.
5. Candidates are entered into SMT's Client Portal upon approval from MPCB.
6. Candidates will receive an email from SMT/Notice. This email outlines how the candidate can select a date, time, and location to sit for the examination. This location may be a remote proctored location or a physical testing site.
7. IC&RC utilizes computer-based testing.
8. The candidate takes the exam on the date and time they scheduled.
9. When the candidate completes their exam, preliminary scores are provided to them.
10. The Board receives notification that the Official Scores are available and accessible through the Candidate Management System.
11. The Board retrieves the information and provides the applicant with the final results.
12. The passing examination letter from the testing company is uploaded into Certemy.
13. When the examination letter has been uploaded into the application step, the Certification Program Manager will finalize the certification.

14. Professionals will then be able to access their Prevention Specialist Certificate in the **Digital Wallet** in their Certemy account. It is highly recommended that professionals download a copy for their records.

# PREVENTION SPECIALIST EXAM INFORMATION

After the application is approved by MPCB to sit for the examination, the Certification Program Manager will pre-register the applicant by entering them into the test registration system. They will receive an automatically generated email with instructions regarding how to choose their own date, time, and location for the examination.

Examinations are administered on demand at designated testing centers. Through the scheduling platform, the applicant will be able to choose their own examination site when they schedule their examination. The Certification Program Manager will notify applicants of their exam pre-registration as well as provide information about study materials and resources.

The IC&RC Candidate Guide for the PS Exam provides in-depth details for the applicant.

***Special Accommodations may be available**. Please contact the Certification Program Manager for additional information at hello@mtpreventioncertificationboard.org.*

1. Once the applicant receives the registration link, they have one year to take the exam.
2. To schedule and sit for the exam, **applicants must register using their legal name** as listed on their government-issued photo ID (i.e. driver's license, passport, military ID, etc.). If the name on the application/registration does not match your photo ID, the testing site will not allow you to sit for the exam. The applicant will then be required to reschedule and pay an additional examination fee. Additionally, professionals needing to retake the exam must *wait 90 days* after the originally scheduled test date.
3. This computer-based exam is administered in several Montana cities.
4. The testing fee is included in the initial application fee. Subsequent exams will have to be paid for by the applicant.
5. Examination Content:
    - 150 questions.
    - 3 hours to complete.
    - The exam includes the following six domains (Six Performance Domains are thoroughly explained in this manual):

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.

# SUBMISSION DEADLINES & COMMITTEE MEETING SCHEDULE

## Application Eligibility for Review

For an application to be eligible for MPCB Education/Eligibility Committee review, ***ALL*** sections of the application must be complete. This includes payment of any fees. Ensure your agency uses the proper MPCB invoice already explained above in the "Certemy Fees" step regarding 3rd Party Payments to ensure there is no holdup with your application.

## Education/Eligibility Committee Meeting Schedule

The MPCB Education/Eligibility Committee meets every other month (or as needed) to conduct application reviews. The Committee meeting schedule and submission deadlines can be found on MPCB's website: mtpreventioncertificationboard.org.

## Submission Deadlines

Should applicants wish to have their application reviewed by the MPCB Education/Eligibility Committee, it must be completed 10 days before the next committee meeting. If the application is not complete by the 10-day deadline, it will not be eligible for review until the next meeting.

# LAPSED & 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 years of active certification before the credential expires, while the grace period is only allowed for submission and review of re-certification requirements.*

# PERFORMANCE DOMAINS

The International Certification and Reciprocity Consortium (IC&RC) is an international credentialing organization that promotes public protection by setting standards and developing examinations for the credentialing and licensing of prevention, substance use treatment, and recovery professionals. Since 1981, the IC&RC has protected the public by establishing standards and facilitating reciprocity for the credentialing of professionals. More than 50,000 prevention professionals hold IC&RC credentials — including about half of all substance abuse professionals in the United States. The IC&RC has numerous member boards in over 20 countries, the majority of states in the United States and territories, several Native American territories, and all branches of the U.S Armed Forces.

***The IC&RC Candidate Guide for the PS Exam provides more details for the applicant along with exam information.

The following are **the six performance domains** 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:**

**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's 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 the 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 about funding sources.

## Domain 2: Prevention Education and Service Delivery

**WEIGHT ON EXAM:**

**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:**

**ASSOCIATED TASKS:**

- Promote programs, services, and 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:**

**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:**

**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 the effective policy.
- Advocate bringing about policy and/or environmental change.

### Domain 6: Professional Growth and Responsibility

**WEIGHT ON EXAM:**

**ASSOCIATED TASKS:**

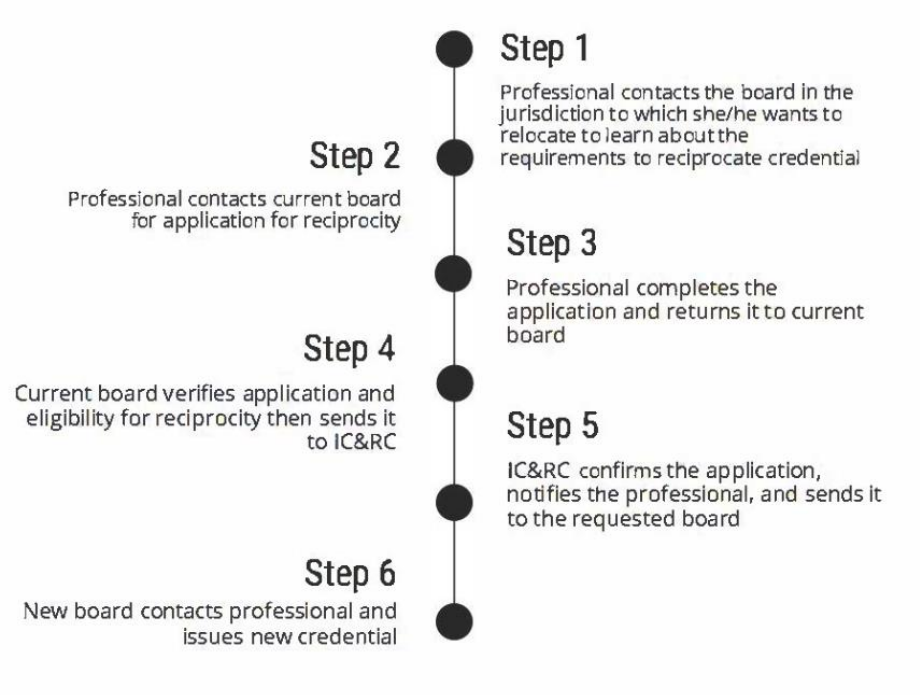
- Demonstrate knowledge of current prevention theory and practice.
- Adhere to all legal, professional, and ethical principles.
- Demonstrate cultural responsiveness as a prevention professional.
- Demonstrate self-care consistent with prevention messages.
- Recognize the importance of participation 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.

# RECIPROCITY

Reciprocity refers to the process of transferring credentials from one jurisdiction to another. Provided the jurisdiction has reciprocity, professionals who hold eligible certifications may transfer their credentials between jurisdictions.



## How it Works




For more information and resources regarding the reciprocity process, please visit the IC&RC Reciprocity page.

# CODE OF ETHICS

## Montana Code of Ethical Conduct for Prevention Specialists

*Adapted in part from the Prevention Think Tank Code of Ethical Conduct*

**Preamble**

The Montana Prevention Certification Board (referred to herein as "the Board" or "MPCB") provides certification for prevention professionals in Montana to assure competence. MPCB is dedicated to the principle that individuals in the field of substance use disorder prevention and public health services must ensure their behavior meets the highest standards of ethical practice. Therefore, the MPCB adopted this Code of Ethical Conduct, to be applied to all professionals certified by or seeking certification by the Board.

The principles of ethics are models of exemplary professional behavior. These principles of the Montana Code of Ethical Conduct express prevention professionals' recognition of responsibilities to the public, service recipients, and 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 standards toward which prevention professionals must constantly strive. Core values and competencies that have emerged with the development of the prevention field guide these principles.

The Board is committed to investigating and sanctioning those who breach this Code. Prevention professionals are, therefore, encouraged to thoroughly familiarize themselves with the Code and guide their behavior accordingly.

**Principles**

### PRINCIPLE 1: NON-DISCRIMINATION

A prevention specialist shall not discriminate against service recipients or colleagues based on any of Montana's legally protected classes which are: age, marital status, disability, race/ national origin, color, religion/creed, sex, familial status, political ideas, and vaccination status. A prevention specialist must broaden their understanding and acceptance of cultural and individual differences, and in so doing render services and provide information sensitive to those differences. Prevention specialists must comply with all local, state, and federal laws regarding the accommodation of individuals with disabilities and discrimination against other protected classes not identified above.

### PRINCIPLE 2: COMPETENCY

Prevention specialists 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. Professionals must be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable technical and ethical standards.
B. Due care requires a professional to plan and supervise adequately and evaluate to the extent possible any professional activity for which they are responsible.
C. Prevention professionals must recognize limitations and boundaries of their competence and not use techniques or offer services outside those boundaries, certification, and/or licensure. Prevention professionals are responsible for assessing the adequacy of their competence for the responsibility or task they

might potentially assume. All efforts must be made to refer services outside the scope of a prevention specialist's competency to an appropriately qualified professional, a counselor, for example, when such services are requested or occur due to the nature of a presentation or event. In the absence of availability of that appropriate professional, the prevention specialist shall notify the requesting person/organization accordingly.

D. Ideally prevention specialists should have access to competent senior prevention specialists and/or technical assistance. When this is not possible, prevention specialists should seek peer supervision or mentoring from other competent prevention specialists.
E. When a prevention specialist has knowledge of unethical conduct or practice on the part of an agency, they have an ethical responsibility to report the conduct or practices to the appropriate chain of command which might include the employing agency, funding agency, regulatory or other appropriate bodies.
F. When a prevention specialist has knowledge of unethical conduct or practice on the part of another prevention specialist, they have an ethical responsibility to report the occurrence to the MPCB Grievance/Ethics Committee.
G. A prevention specialist must recognize the effect of the impairment on professional performance and must be willing to seek appropriate professional assistance for any form of substance misuse, psychological impairment, emotional distress, or any other physical-related adversity that interferes with their professional functioning.

### PRINCIPLE 3: INTEGRITY

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

A. All information must be presented fairly and accurately. Each professional must document and assign credit to all contributing sources used in published material or public statements.
B. Prevention specialists must 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, a prevention specialist must be supportive of assistance or treatment.

D. Prevention specialists must not be associated directly or indirectly with any service, products, individuals, and organizations in a way that is misleading.

E. Prevention specialists must demonstrate integrity through dutiful and timely cooperation in all phases of the ethics process proceedings of the MPCB, their certifying authority.

1. Prevention specialists must cooperate with the duly constituted MPCB Grievance/Ethics Committee and promptly supply necessary information unless constrained by the demands of confidentiality.
2. Grounds for discipline include failing to cooperate with an investigation by interfering with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representatives. Grounds for discipline also include but are not limited to; the use of threats or harassment against any participant to prevent them from providing evidence in a disciplinary proceeding or any other person to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed; and/or failing to cooperate with a board investigation in any material respect.
3. Applicants for prevention certification are required to report any previous ethical violations from other disciplines or jurisdictions during the application process. The MPCB Grievance/Ethics Committee is responsible for making a recommendation concerning the application. The applicant is responsible for providing any additional information needed to determine the application.
4. If a prevention specialist is cited for an ethical violation from another discipline or jurisdiction, they must immediately report the violation to their certifying authority.
5. As employees or members of organizations, prevention specialists shall refuse to participate in an employer's practices that are inconsistent with the ethical standards enumerated in this Code.

F. Prevention specialists shall not engage in conduct that does not meet the generally accepted standards of practice for the prevention profession including but not limited to, incompetence, negligence, or malpractice.

1. Falsifying, amending, or making incorrect essential entries or failing to make essential entries of services provided.
2. Acting in such a manner as to present a danger to public health or safety, or any participant including, but not limited to, impaired behavior, incompetence, negligence, or malpractice, such as:

a. Failing to comply with a term, condition, or limitation on a certification or license.
b. Suspension, revocation, probation, or other restrictions on any professional certification or licensure imposed by any state or jurisdiction, unless such action has been satisfied and/or reversed.
c. Administering to oneself any controlled substance not prescribed by a doctor or aiding and abetting another person in the use of any controlled substance not prescribed to that person.
d. Using any drug or alcoholic beverage to the extent or in such manner as to be dangerous or injurious to self or others, or to the extent that such use impairs the ability of such person to safely provide professional services.

G. Prevention specialists shall make financial arrangements for services with service recipients and third-party payers that are reasonably understandable and conform to accepted professional practices. Prevention specialists:
   1. Do not receive commissions, rebates, or other forms of dual reimbursement for training, travel, program participation, etc.
   2. Do not enter into personal financial arrangements with direct program recipients.
   3. Represent facts truthfully to participants and funders.
   4. Do not personally accept a private fee or any other gift or gratuity for professional work.

H. Prevention specialists uphold the law and have high morals in both professional and personal conduct. Grounds for discipline include, but are not limited to, the conviction of any felony or misdemeanor during the period in which a prevention specialist holds a prevention certification, excluding minor traffic offenses, whether or not the case is pending an appeal.

### PRINCIPLE 4: NATURE OF SERVICES

Practices shall not harm service recipients. Services provided by prevention specialists shall be respectful and non-exploitative and in keeping with health equity guiding principles (diversity, equity, inclusion, and cultural competency).

A. Services must be provided in a way that preserves the protective factors inherent in each culture and individual.
B. Prevention specialists must 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 or neglect of children or vulnerable adults, the prevention specialist shall report the evidence to the appropriate agency.

D. Prevention specialists must adhere to the same principles of professionalism outlined in the Prevention Code of Ethics online as they would offline. With this in mind, the following are additional guidelines regarding the use of technology:

   1. Prevention specialists must be aware that any information they post on a social networking site may be disseminated (whether intended or not) to a larger audience, and that what they say may be taken out of context or remain publicly available online in perpetuity. When posting content online, they must always remember that they are representing the prevention field, their organization, and their community, and must always act professionally and take caution not to post information that is ambiguous or that could be misconstrued or taken out of context. Prevention specialists who generate and spread erroneous health misinformation or disinformation contrary to the United States Department of Health and Human Services guidelines are risking disciplinary action by MPCB, including the suspension or revocation of their CPS credential. Due to their specialized knowledge and training, prevention specialists possess a certain degree of public trust and therefore have a significant platform in society, whether they recognize it or not. They also have an ethical and professional responsibility to practice prevention in the best interests of the community and must share information that is factual, scientifically grounded, and consensus-driven for the betterment of public health. It is recommended that employees not identify themselves as connected to their agency on their personal social media sites and must follow any policy or rule their employer has regarding such identification.
   2. Prevention specialists must refer, as appropriate, to an employer's social media or social networking policy for direction on the proper use of social media and social networking about their employment.

E. Prevention Specialists must be aware of their influential position concerning direct program recipients and avoid exploiting the trust and dependency of such persons. Prevention specialists, therefore, make every effort to avoid dual relationships with prevention participants that could impair professional judgment or increase the risk of exploitation.

   1. Soliciting and/or engaging in sexual conduct with direct prevention participants are prohibited.

2. When no other course of action is possible other than assuming a dual role, prevention specialists must not compromise the relationship with or confidentiality of participants.
3. Prevention specialists shall avoid bringing personal issues into the professional relationship. Through an awareness of the impact of stereotyping and discrimination, the prevention specialist guards the individual rights and personal dignity of participants.

F. Prevention specialists make reasonable arrangements for the continuation of prevention services when transitioning to a new position or are no longer able to provide that service.

G. Prevention specialists must obtain written, informed consent from participants and/or parents/guardians for those under the age of 18 before photographing, videotaping, audio recording, or permitting third-party observations.

### PRINCIPLE 5: 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 specialists are responsible for knowing confidentiality regulations relevant to their prevention specialty.

### PRINCIPLE 6: ETHICAL OBLIGATIONS FOR COMMUNITY AND SOCIETY

Prevention specialists shall be proactive on public policy and legislative issues within the guidelines of their funding. The public welfare and the individual's right to services and personal wellness must guide the efforts of prevention specialists to educate the general public and policymakers. Prevention specialists should adopt a personal and professional stance that promotes health.

Prevention Specialists shall be aware of their local and national regulations regarding lobbying and advocacy, and act within the laws and funding guidelines.

*I have read and understand the Prevention Code of Ethical Conduct. I will, to the best of my ability, adhere to and honor this Code in my professional and personal dealings.*

_____ _____

Date Signature

_____

Printed Name

*Ratified March 10, 2022*

# GRIEVANCE PROCEDURES & ETHICAL VIOLATIONS

MPCB and its Grievance/Ethics Committee take potential violations of the Code of Ethics very seriously. The process for reporting a potential ethical violation is explained below. Please contact the Certification Program Manager hello@mtpreventioncertificationboard.org if you have questions or need to report a potential ethical violation.

## Violations of the Code of Ethics

All Montana Prevention Specialists must adhere to the Prevention Code of Ethics. The MPCB Grievance/Ethics Committee (the "Committee") has the authority to investigate any potential violation. If an applicant or certified prevention specialist is found to have violated any part of the Code of Ethical conduct, the violation will be brought to the attention of the Grievance/Ethics Committee Chairperson, who will notify the Board of Directors. The Grievance/Ethics Committee will consider all ethics violations on a case-by-case basis, with additional input from the applicant in question. The Committee is responsible for determining whether an ethical violation has occurred and issuance of any sanctions.

MPCB recognizes the validity of any ethics violation consequences determined by prevention certification boards from other IC&RC board jurisdictions. By signing the MPCB Code of Ethics, applicants attest to their duty in reporting any violations from any other certifying authority (*Code of Ethics Principle 3: Integrity*, *Section E, Subsections 3 & 4*).

**Grievance Process**

The process for investigating a complaint is as follows:

1. Anybody may submit a signed, written complaint ("Complaint") to the Certification Program Manager or MPCB Grievance/Ethics Committee Chairperson. All supporting documentation and information regarding the specific breach of the Code of Ethics should be submitted with the Complaint.
2. Anonymous complaints are highly discouraged by the MPCB Grievance/Ethics Committee but in limited extenuating circumstances, the Committee may take jurisdiction over an anonymous complaint.
3. The Certification Manager or MPCB Grievance/Ethics Committee Chairperson will submit the Complaint to the Committee.
4. The Committee will determine whether they will take jurisdiction of the Complaint and whether an investigation is warranted.

5. If the Committee determines that the Complaint, taken as true, does not allege a violation of the Code of Ethical Conduct for Prevention Specialists, the matter will be dismissed.
6. If the Committee takes jurisdiction of the Complaint, the Respondent will be notified via writing of the Complaint. The Respondent will receive a copy of the Complaint and any supporting documentation submitted with the Complaint with the notification.
7. The Respondent will be afforded thirty (30) calendar days to provide a written response ("Response") to the Complaint.
8. The Committee will determine their next course of action based on the Respondent's submission (or lack thereof).
9. At its discretion, the Committee may appoint a board member to serve as a neutral investigator ('Investigator") to investigate the Complaint. The Investigator may conduct interviews of witnesses (including the Complainant). After completing their investigation, the Investigator will create an Investigative Report, which outlines the investigative steps taken by the Investigator and has their written findings of fact. The Investigative Report will be submitted to the MPCB and the Respondent.
    A. Recordings of interviews are not permitted.
10. The Respondent, having an ethical obligation to comply with and participate in MPCB ethics investigations (*See Code of Ethics Principle 3: Integrity, Section E*) must participate meaningfully in investigations, which may include submission to a formal interview if the investigator so requests. Failure to participate in the investigation may be considered a separate violation of the Code of Ethical Conduct for Prevention Specialists.
11. The Committee will not draw an inference about responsibility based solely on a Respondent's refusal to participate meaningfully in an investigation.
12. The Complaint, Response, documentary evidence, and Investigative Report will be submitted to the Committee for decision on whether an ethics violation was committed. Within thirty (30) calendar days, the Committee will issue a written decision on the matter.
13. If the Committee determines that the Respondent has violated the Code of Ethics or standard of practice, the MPCB Grievance/Ethics Committee may issue sanctions against the Respondent. Sanctions may include:
    - Suspension of an application or certification for up to two years.
    - Permanent revocation of the application or certification.
    - Other sanctions deemed appropriate by the Committee which could include, but are not limited to, private reprimands, public censures, or required trainings.
    - The Respondent will be notified of the MPCB Grievance/Ethics Committee's decision within ten (10) business days of their decision.

# APPEALS PROCESS

The Respondent has the right to appeal the MPCB Grievance/Ethics Committee's decision. MPCB will provide Respondents with an opportunity to appeal any disciplinary decision and request a formal review of their case if they are dissatisfied with the MPCB Grievance/Ethics Committee's decision only for the reasons stated below. The MPCB Grievance/Ethics Committee Chairperson shall maintain documentation of grievances and appeals. Respondent may appeal the decision on the following basis only:

1. errors in the procedural process which affected the outcome;
2. conflict of interest or bias by Committee members or the Investigator that affected the outcome in the matter;
3. the veracity of witnesses; and
4. new evidence that was not reasonably available when the Committee's decision was made and which would affect the outcome in the matter.

To appeal the decision, the Respondent must submit a written notice of appeal to the MPCB Executive Committee (EC) within twenty-one (21) business days of receiving notification of the MPCB Grievance/Ethics Committee's decision. The written appeal shall clearly indicate the Respondent's intent to appeal, reasons for the appeal, and additional information the Respondent believes to be relevant to the case.

A Respondent may also request a hearing on appeal. In order to request a hearing, the Respondent must explain why a hearing is needed, identify the issues to be resolved at a hearing, list names of prospective witnesses, and identify documentation and other evidence to be introduced at the hearing before the Board.

The EC shall consider an appeal following the receipt of the written notice of appeal. Executive Committee meetings are held at the discretion of the president and fall under the category of "Special Meetings" in the Bylaws. At its discretion, the EC may schedule an appeal hearing before the review of a written appeal. The EC has sole discretion to determine what witnesses, if any, may be presented at the hearing. The EC's review of an appeal shall be the final decision regarding sanctions.

## Voluntary Resolution Process

At the discretion of the MPCB Grievance/Ethics Committee, the Voluntary Resolution Process is available to resolve a Complaint.

At any point during the Grievance and Appeals process, the MPCB Grievance/Ethics Committee, through an appointed member of the MPCB Grievance/Ethics Committee ("Voluntary Resolution Officer"), may reach out to the Respondent to determine if they would like to utilize the Voluntary Resolution Process. The Voluntary Resolution Process is facilitated by the Voluntary Resolution Officer.

If the Respondent agrees, the Respondent and the Voluntary Resolution Officer will engage in confidential discussions regarding the Complaint and how to best resolve the Complaint. While the Voluntary Resolution Process is underway, the Grievance and/or Appeals Process will be held in abeyance.

If agreement on resolution of the Complaint is reached, the Respondent and Voluntary Resolution Officer will sign a Voluntary Resolution Agreement, which dismisses the Complaint. The Voluntary Resolution Officer has the full authority of MPCB Grievance/Ethics Committee to sign a Voluntary Resolution Agreement on behalf of the MPCB Grievance/Ethics Committee. The MPCB Grievance/Ethics Committee will monitor compliance with the Voluntary Resolution Agreement.

At any time prior to signing a Voluntary Resolution Agreement, the Voluntary Resolution Officer may terminate the Voluntary Resolution Process and resume the Grievance and/or Appeals Process. If the Voluntary Resolution Process terminates without a signed Voluntary Resolution Agreement, the Respondent will be notified of the next steps of the Grievance and/or Appeals process, including, when applicable, any revised upcoming dates or deadlines.

The Voluntary Resolution Officer will not participate in any decisions of the MPCB Grievance/Ethics Committee regarding Complaints which the Voluntary Resolution Officer facilitated through the Voluntary Resolution Process.

# RECERTIFICATION REQUIREMENTS

### 1. RECERTIFICATION TIMELINE

- CCPS certification is valid for 2 years. The MPCB could change to annual after the first two years after considering operational capacity and other factors.
- Renewal dates are based upon the initial certification date.
- Individuals can add continuing education trainings to the online application system at any time during the two-year recertification cycle.
- If the recertification requirements are met before the expiration date, the candidate's application will be reviewed by the Prevention Specialist Certification Committee.

- It is recommended that the recertification application be submitted at least 3 months before the expiration date. This prevents the certification from expiring.

## 2. RECERTIFICATION HOURS REQUIREMENTS

- **40 hours** of continuing education in prevention-specific trainings/workshops, etc. are required every two years
- Hours should correspond with the six Performance Domains.
    - A maximum number of 12 hours for each domain will be accepted, except for the Professional Development domain.
    - ***Professional Growth and Responsibility*** – a maximum of **4 hours** will qualify in this category. This includes general, non-prevention-specific behavioral and public health trainings and/or conferences.
- Of the required 40 hours of continuing education, **6 hours of ethics** training is required.

## 3. TRAINING RESTRICTIONS & LIMITATIONS

- Submission of **duplicate courses** taken within the two-year renewal cycle is ***not permitted***.
- Continuing education hours must have occurred during the two years between the certification date (or previous renewal date) and the date of expiration. For example, if the MPCB certificate was earned in June 2017, then the continuing education hours submitted must have been earned between June 2017- June 2019.

## 4. TRAINING DOCUMENTATION – CERTIFICATES OF ATTENDANCE

- Certificates of attendance/completion are required to verify training hours.
- Certificates of completion should include the following:
    - training center/organization name
    - trainer's name
    - professional's name
    - hours completed
    - date of training
- Conference or training agendas/brochures ***do not*** meet the requirements for evidence of training completion.

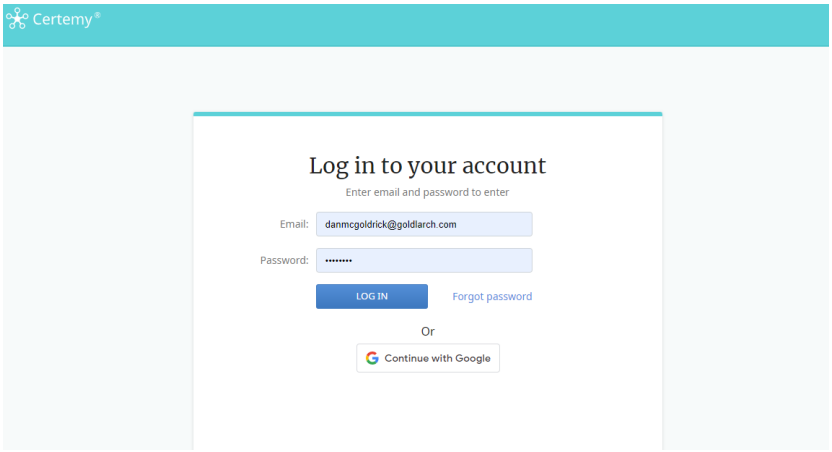
## 5. RECERTIFICATION FEES

- $175 Renewal Fee
- Lapsed Certifications:

- There is 90-day grace period for renewal, after which there will be a $150 reinstatement fee in addition to the $175 renewal fee.
- **After 12 months, recertification is not possible, and an applicant will have to reapply for the certification, meeting all current requirements.**

# RECERTIFICATION PROCESS

1. To start the recertification process, professionals must sign into their account in Certemy. Once you have done this the following login screen will appear. If you are unable to remember your password, click **Forgot Password**. This will send a reset link to the email address associated with your account. ***Yet another reason professionals should use a personal, more permanent email address for their Certemy account.** ***Should you no longer have access to the email on your Certemy account, you will not be able to access your recertification application*.**




2. Once logged into the account, professionals can begin the recertification application.
3. Professionals are required to check all of their **contact information** currently on file and make any updates necessary.
4. Educational Requirements
    - At least 40 hours of continuing education in prevention-specific training/workshops/classes and the like are required every two years. This includes the required 6 hours in Ethics in Prevention received within the two-year recertification cycle. A maximum number of 12 hours for each domain for renewals is accepted, except for Professional Growth, which is capped at 4 hours.

- Professionals will be asked to upload the training information for each training certificate they are submitting just as they did for the initial certification. See the initial application sections above to be reacquainted with that process.
- It is the responsibility of the applicant to make sure their trainings align with the certification requirements and Performance Domains as well as which specific domains apply to their trainings.

5. Code of Ethical Conduct
    - Professionals must download and review the most recent Code of Ethical Conduct and attest to upholding it.
    - After all the questions are answered, the professional signs the form. Nothing is to be uploaded in this section. Ethical training hours are to be submitted in the Educational Training Requirements step.
6. Continuing Education Verification. Professionals are required to follow the directions in Certemy to summarize how the submitted hours of continuing education apply to prevention work. Answer the questions and provide any applicable documentation.
7. Pay the Recertification Fees.

# FREQUENTLY ASKED QUESTIONS (FAQ)

**Q: What type of email address is the best to use in my Certemy application?**

A: Applicants are encouraged to use a personal, more permanent email for their application/certification account. Emails attached to an applicant's employment might block communications from MPCB due to strict firewall protections, leaving MPCB and/or Certemy no way to contact the applicant with status updates. Additionally, if an applicant experiences a change in employment and does not update their contact information in the application, MPCB has no way of contacting the applicant with certification updates.

**Q: What happens to my certification if I move to or leave Montana?**

A: For information regarding Reciprocity, please visit the IC&RC Reciprocity page.

**Q: Where can I find my certificate once I am approved?**

A: Once approved, your certificate and other documents can be found in your **Digital Wallet** within your Certemy account. It is recommended that you download a copy for your records.

**Q: What educational training formats are acceptable?**

A: Live conferences or trainings, webinars, or online self-paced are acceptable training formats. Offline, self-paced trainings or independent studies are ***not*** acceptable forms of training for this certification.

**Q: What if I did not receive a training certificate?**

A: Questions regarding trainings or work experience should be directed to the Certification Program Manager at hello@mtpreventioncertificationboard.org**.**

**Q: How do I know if a training aligns with the six performance domains?**

A: Questions about a particular training may be directed to the Certification Program Manager at hello@mtpreventioncertificationboard.org. However, please note the Certification Program Manager is **not permitted** to tell applicants where to post trainings within the application, i.e. complete the application for the applicant. Should the applicant be unable to find the answer they are looking for from the comprehensive IC&RC resources, the Certification Manager will seek direction from the MPCB Education/Eligibility committee.

**Q: Will I be notified when my re-certification is due?**

A: Renewal notices are sent electronically several months before the renewal date. However, ultimately, it is the responsibility of the certified professional to know when their certification is up for renewal. It is important to make sure your email address is up-to-date.

**Q: How do I reset my password in the online application system if I haven't been able to do it on my own?**

A: Contact Certemy at **support@certemy.com** or call (866) 907-4088. Provide your name and the email address you are attempting to sign in with. If you do not hear back from Certemy, please contact the Certification Program Manager at hello@mtpreventioncertificationboard.org.

**Q: How can I get a receipt once I have paid my certification and recertification fees?**

A: Once professionals have paid their fees in their Certemy account, receipts are in the **Digital Wallet** tab within the professional's Certemy account. Receipts are listed as Stripe transactions and can be downloaded for the professional's records.

**Q: What happens if I let my certification lapse?**

A: All certified professionals should review the re-certification application well in advance of the expiration date. A Reinstatement Fee of $150 is due if the re-certification is late between one day and 12 months. After 12 months, re-certification is not possible, and an applicant would have to reapply for the CPS credential, meeting all current requirements. If the application is incomplete, the applicant will be notified.

**Q: What happens if I'm a former Prevention Specialist and haven't worked in the arena and need documentation?**

A: MPCB is eager to work with those interested in returning to the prevention arena and we will work with you to satisfy our requirements and help you navigate unusual circumstances not covered in this manual within reason.

**Q: What happens if I fail the test?**

A: There's a 90-day mandatory wait period stipulated by the IC&RC until the applicant can take it again, no matter the jurisdiction.