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MAPPA Prevention Re-Certification Policies

It is the belief of MAPPA that certified prevention specialists should continue to demonstrate their competence to deliver quality alcohol/drug prevention services. Recertification is meant to obtain and enhance the ability of the prevention specialist to serve the community.

OBJECTIVES

- 1. To obtain current information.**
- 2. To explore new knowledge.**
- 3. To master new skills and techniques.**
- 4. To expand approaches towards delivering prevention services.**

The following are examples of continuing education that may apply:

- 1. College and university programs.**
- 2. MAPPA – approved workshops and seminars, independent study, home study.**
- 3. Programs provided by the State of MD through OETAS.**

4. Programs sponsored by MAPPA or other recognized prevention entities.

REQUIREMENTS

To maintain the high standards of the credentialing process, and to assure continuing awareness of new knowledge in the field, MAPPA requires all Certified Prevention Professionals (CPP), Certified Prevention Specialists (CPS), and Associate Prevention Specialists (APS) to renew their certification *every two years*. Recertification at the reciprocal credentials of CPS and CPP requires 40 clock hours [40 CEU's] of approved education acquired during each 2-year recertification period.

The APS credential requires 20 clock hours [20 CEU's] of approved continuing education every 2 years. All education must be taken during the two-year period. CEU's may not be carried over to the next period. 1 CEU is equal to 1 clock hour.

EXAMPLES OF EDUCATION

- 1. Academic courses, which pertain to SPECIFIC ALCOHOL/DRUG prevention skills and competencies are acceptable.**
- 2. General Prevention courses not specific to alcohol/drug, which are acceptable, include: Community Empowerment, Working with Volunteers, Public Speaking, Evaluation, Marketing, etc.**

In order to assign education hours for academic course not pre-approved by MAPPA, the following materials need to be submitted for review:

- a. Course description and objectives.**

- b. Descriptive course syllabus to include time frames for each session.**
- c. Transcript of credit.**

The procedure for recertification shall be as follows:

- 1. Submission of an application including a signed copy of the MAPPA **Code of Ethics**.**
- 2. Absent of any ethical or malpractice violation in this or any other certifications or licensures.**
- 3. Verification of completion of continuing education [forty (40) hours for CPP & CPS, or twenty (20) hours for APS]. Documentation and/or certificates must be titled in area or Alcohol, Tobacco and Other Drug (ATOD) prevention education or the five (5) domain areas: Planning and Evaluation; Education and Skill Development; Community Organization; Public and Organizational Policy; Professional Growth and Responsibility.**
- 4. Submission of appropriate fees. (See Below)**

The following CEU's will be awarded for academic courses unless otherwise specified:

- a. 1-credit course will be granted 12 CEU's.**
- b. 3-credit course will be granted 36 CEU's.**

SEMINARS & WORKSHOPS

- 1. Pre-approved seminars and workshops require a certificate of completion signed by the instructor to receive credit.**
- 2. Non-approved seminars and workshops will be considered for educational credit on a case-by-case basis. It is incumbent upon the Preventionist to submit all documentation and certification.**

PLEASE NOTE: The submission of a certificate indicating a certain number of hours does not assure MAPPA will accept that number of hours for recertification. MAPPA reserves the right to withhold approval of education hours if it is unable to determine from the submitted materials the alcohol/drug specific hours.

DOCUMENTATION for courses which have NOT been pre-approved:

1. Certificate of completion.
2. Description of the seminar or workshop, including a schedule showing actual clock hours of education.
3. Completed MAPPA **Request for Approval of CEU's** form.

IN-SERVICE EDUCATION

Those workshops, seminars, presentations that are not open to the public, are provided by an agency member, and available only to agency personnel.

For recertification, a maximum of 10 clock hours or 10 CEU's will be accepted.

To be accepted for approval, the Preventionist must submit:

1. A program outline, including schedule showing actual clock hours of education.
2. Verification of attendance and time signed by the agency director.
3. Completed MAPPA **Request for Approval** form.

CREDIT FOR PRESENTATIONS

MAPPA recognizes that many Preventionists are instructors, and those who provide education to others may receive credit towards their own recertification.

A certified preventionist who delivers education may receive the same credit as the students, with these limitations:

- 1. Credit for the instructor applies ONLY to the FIRST public presentation of a specific educational program.**
- 2. Educational program, lectures, prepared and presented for clients or community members, as part of a prevention program, are NOT applicable.**
- 3. A descriptive outline of the material presented shall be submitted by the presenter, along with a letter from the sponsoring agency to include:**
 - a. Date of the program**
 - b. Total clock hours presented**
 - c. Verification of topic and subject content**

EXCLUDED FROM CREDIT

Continuing education will NOT be given for:

- 1. CPR or First Aid**
- 2. Courses not related to the knowledge, skills, and abilities of the alcohol/drug prevention specialist.**

Prior to an individual's certification renewal date, MAPPA must have received the completed **Application for Recertification, all fees and approved continuing education credits. Any extension or INACTIVE fees must also be submitted by this date.**

If a completed recertification application and fees

and/or INACTIVE status fee have not been received by MAPPA by the due date, the Preventionist shall be notified that certification has expired. In this case, the prevention specialists must begin the process of certification again by reapplying for certification according to the requirements, and taking the Written Test again.

Inactive Status

- 1. If unable to obtain the required continuing education credits in the two year recertification period a Preventionist may apply for INACTIVE status for a period of up to 11 months.**
- 2. From the date of the expired certification, the Preventionist may no longer use the credential initials with his/her signature.**
- 3. The Preventionist must submit the Recertification Application, together with the required documentation, and fee in addition to the INACTIVE status fee for each month past expiration date, up to a maximum of 11 months from the expiration date.**
- 4. If during the 11 months, the Preventionist completes the process of obtaining the required continuing education credits, the original recertification date is restored.**
- 5. If the Preventionist does not reactivate the INACTIVE STATUS within time paid for past the expiration date, certification is withdrawn and the Preventionist must begin the original certification process again to regain the credential.**
- 6. While classified as "INACTIVE", the Preventionist is NOT ELIGIBLE for a national certificate or for reciprocity through IC&RC.**

MAPPA Upgrade Procedures

The upgrade from the CPS to the CPP credential requires completing recertification requirements and documentation that the applicant has attained the higher level of education, experience and training outlined for the CPP since their original certification. Documentation must be through original transcripts, letters from employers and training certificates.

MAPPA Education, Experience and Training Standards for Certified Prevention Professional Education:

Possession of a bachelor's degree from an accredited college or university with 30 credits in behavioral sciences, health or human services, or education.

Note: completion of sixty credit hours from an accredited college or university, 18 in the behavioral sciences, health or human services, or education and an additional two years of experience may be substituted for the bachelor's degree requirement.

Experience:

Verification of two years (4000 hours) of ATOD prevention related experience.

Training:

Verification of 200 contact hours of prevention specific training- fifty (50) hours must be ATOD specific. Six (6) hours of prevention specific ethics is required.

MAPPA Education, Experience and Training Standards for Certified Prevention Specialist

Education:

Possession of an associate's degree from an accredited college or university with 18 credits in behavioral sciences, health or human services, or education.

Note: Possession of high school diploma or GED and an additional two years of experience may be substituted for the associate's degree requirement.

Experience:

Verification of one year (2000 hours) of ATOD related prevention experience.

Training:

Verification of 100 contact hours of prevention specific training - 50 hours must be ATOD specific. Six (6) hours of prevention specific ethics is required.

Re-Certification Fees

MAPPA Members: (application attached)

- Certified Prevention Professional - \$100
- Certified Prevention Specialist - \$100
- Associate Prevention Specialist - \$50

Non-MAPPA Members:

- Certified Prevention Professional - \$150
- Certified Prevention Specialist - \$150
- Associate Prevention Specialist - \$100

Inactive Status Fee

Inactive Status fee is \$10 per month for each month past expiration date, up to a maximum of 11 months from the expiration date.