



IC&RC is requesting your assistance in the creation of a new credential: Prevention Specialist Supervisor. To better serve the public with qualified Prevention Specialist Supervisors (PSS), IC&RC aims to advance the prevention profession by developing a credential and examination. The intent of the credential and exam is to discern those individuals who are minimally competent from those who are not. The development of such a credential and exam begins with a thorough review of the specific tasks performed by entry-level Prevention Specialist Supervisors. A Job Task Analysis (JTA) is the methodical process used for determining what tasks are routinely performed by a PSS and what knowledge elements, skills and abilities are required in order to perform those tasks competently.

As a professional doing this work, you are invited to participate in identifying the job requirements, areas of knowledge, specific skills and abilities required for entry-level supervisors to perform in their day to day job.

The first phase of the process requires you to tell IC&RC about the role of the practitioner who will sit for the PSS examination. A comprehensive approach is used to develop a list of tasks and/or competencies to be included in the certification examination.

In this initial occupation-framing process, we are asking you to provide insight into your job functions and submit any (or all) of the following:

- Job Description
- Description of tasks performed in your position
- Performance appraisals
- Other published documents
- Any other information providing insight into a PSS's job
- Product specifications if any used in the field
- Work-related literature
- Training materials
- Books, journals, etc

Our testing company will use this material to create an extensive list of tasks and competencies which will be grouped by logical content areas. Once the list of tasks and competencies is developed, it will be presented to a small group of Subject Matter Experts (SMEs) for general review; then, the list will be presented for full discussion at the focus group meeting to be scheduled later in 2010.

Please submit the above requested documents to Alissa Bradley via email (alissa@icrcaoda.org) or by mail. If you have any questions, please don't hesitate to contact Alissa at 717.540.4457 x105.

In the case where manuals, training and curriculum guides, or other hard copy, work-related literature are to be submitted, please send it to:

IC&RC
Attn: Alissa Bradley
298 S. Progress Avenue
Harrisburg, PA 17109

For short documents, fax to the attention of Alissa Bradley: 717.540.4458

Please submit any and all job-relevant information no later than July 30, 2010**

Hard copies will be returned upon request.

It is important to note that we are trying to identify elements of behavior and/or knowledge associated with current practice. Therefore, we are not overly concerned with future issues as these are not currently measurable.

Thank you for your important contribution to the development of the PSS examination.

298 South Progress Avenue Harrisburg, PA 17109 717 540 4457 717 540 4458 fax www.icrcaoda.org

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