

# **Orientation to Prevention Credentialing through PCCG**

## **Note to Workshop Participants:**

This file contains four separate documents:

- PCCG Application Manual (draft)
- PCCG Application (draft)
- Performance Domains and Core Functions
- PCCG Credentialing Summary

Please copy these documents and have them with you for the workshop on prevention credentialing. Additional handouts will be used during the workshop, but they will be provided on site.



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**Prevention Apprentice Certification (PA)  
Certified Preventionist (CP)  
and  
Internationally Certified Prevention  
Specialist (ICPS)**

**Application Manual**

*Please go to [www.pccga.org](http://www.pccga.org) to verify you have the most up-to-date manual and application*

**Prepared By: Prevention Credentialing Consortium of Georgia, Inc.**

**Revised: March 2018**

## **Section 1: Overview**

### **Purpose for Certification**

The Prevention Credentialing Consortium of Georgia, Inc. (PCCG) works to advance prevention as a viable and effective professional discipline to benefit Georgia communities. It is the mission of PCCG to establish, promote, certify and maintain professional credentials that uphold standards of excellence in the field of prevention.

The purpose of the certification in prevention is to:

- Establish and recognize basic standards for professional competence in the prevention field and,
- Establish and confirm the credibility of the prevention profession with consumers, employers and funders.

Certification is based on experience and competencies as set by PCCG in affiliation with the International Certification & Reciprocity Consortium (IC&RC). IC&RC, founded over 30 years ago, currently certifies over 45,000 professionals worldwide. The goal of IC&RC is to provide uniform professional standards giving the fields of behavioral health, mental health, substance abuse, and prevention greater visibility in the U.S. and abroad. As a result of IC&RC membership, certified professionals may enjoy reciprocity with other states, all branches of the U.S. military, and several international countries. All applicants are required to demonstrate their competency as defined in this manual.

### **Definition of Prevention**

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

### **Levels of Certification**

PCCG recognizes three levels of prevention credentialing in Georgia: Prevention Apprentice (PA), Certified Preventionist (CP) and Internationally Certified Prevention Specialist (ICPS). The type of certification sought depends on the applicant’s work and/or volunteer involvement; experience in the prevention field, educational background, and knowledge base. Applicants may apply for any level in which they meet the requirements. It is not required to become a PA before becoming a CP or an ICPS. Specific requirements for each level are listed in Section 3 of this manual.

## **Ethics in Prevention**

Clear ethical principles guide a professional's responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. Applicants must read and agree to abide by the PCCG Code of Ethical Conduct included in the application.

## **Section 2: Prevention Domains and Core Functions**

The following performance domains and core functions were developed after a rigorous Prevention Specialist Job Task Analysis conducted by IC&RC in 2013. In the past, many of the core functions related specifically to substance abuse prevention. They were broadened to include mental, emotional and behavioral health. The domains and core functions are designed to measure an individual's competency in the field of prevention. They are used to identify continuing education and training needs and are the basis for the CP oral interview and the ICPS exam.

### **Domain 1: Planning and Evaluation**

#### **Core Functions**

- 1.1 Determine the level of community readiness for change.
- 1.2 Identify appropriate methods to gather relevant data for prevention planning.
- 1.3 Identify existing resources available to address the community needs.
- 1.4 Identify gaps in resources based on the assessment of community conditions.
- 1.5 Identify the target audience.
- 1.6 Identify factors that place persons in the target audience at greater risk for the identified problem.
- 1.7 Identify factors that provide protection or resilience for the target audience.
- 1.8 Determine priorities based on comprehensive community assessment.
- 1.9 Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.
- 1.10 Select prevention strategies, programs, and best practices to meet the identified needs of the community.
- 1.11 Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- 1.12 Identify appropriate prevention program evaluation strategies.
- 1.13 Administer surveys/pre/posttests and work plan activities.
- 1.14 Conduct evaluation activities to document program fidelity.
- 1.15 Collect evaluation documentation for process and outcome measures.
- 1.16 Evaluate activities and identify opportunities to improve outcomes.
- 1.17 Utilize evaluation to enhance sustainability of prevention activities.
- 1.18 Provide applicable workgroups with prevention information and other support to meet prevention outcomes.
- 1.19 Incorporate cultural responsiveness into all planning and evaluation activities.

- 1.20 Prepare and maintain reports, records, and documents pertaining to funding sources.

## **Domain 2: Prevention Education and Service Delivery**

### **Core Functions:**

- 2.1 Coordinate prevention activities.
- 2.2 Implement prevention education and skill development activities appropriate for the target audience.
- 2.3 Provide prevention education and skill development programs that contain accurate, relevant, and timely content.
- 2.5 Maintain program fidelity when implementing evidence-based practices.
- 2.6 Serve as a resource to community members and organizations regarding prevention strategies and best practices.

## **Domain 3: Communication**

### **Core Functions:**

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

## **Domain 4: Community Organization**

### **Core Functions:**

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

## **Domain 5: Public Policy and Environmental Change**

### **Core Functions:**

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

## **Domain 6: Professional Growth and Responsibility**

### **Core Functions:**

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

## **Core Prevention Training Curriculum (Core Courses)**

As part of the overall training hours required for all levels of PCCG certification, 30 contact hours must include the four following core courses. These courses provide a general overview of the performance domains and core functions.

- **Fundamentals of Prevention (12 contact hours)** – This course covers the history of prevention in the United States and Georgia, basic prevention concepts, theories and strategies and an overview of strategic planning.
- **Prevention Ethics (6 contact hours)** – This course covers ethical practices in relation to the field of prevention.
- **Cultural Competency (6 contact hours)** – This course covers topics related to cultural differences, considerations and competencies as they relate to the six domains and the field of prevention.
- **Communication Skills for the Prevention Professional (6 contact hours)** – This course covers the topics of interpersonal communication, facilitation, public speaking, listening skills, public awareness campaigns, and marketing basics.

These core courses must be facilitated by training providers who have been approved by PCCG. Other courses with similar titles or content will not be eligible for the core course requirement unless they have been previously approved by PCCG. Eligible training providers will have successfully completed PCCG's training approval process. Applicants should look for references on course brochures, flyers, and announcements that the class has been approved by PCCG to insure receiving core prevention training credit. These training hours must have been received within **two (2) years** of application date.

## **Section 3: Criteria**

### **Prevention Apprentice (PA)**

This is an entry level pre-certification. It is intended for those entering the field of prevention in academic, employment or volunteer situations. This certification is issued for a two-year period and is re-certifiable for one additional two-year period. During this time, those certified with PA status will need to apply for CP or ICPS certification to remain credentialed in Georgia. Those applying for a second two-year certification must show progress toward applying for CP or ICPS either through additional training hours, work experience, or both. PA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. PA recertification applications must document attempts at additional training and work experience. This certification is *not* eligible for reciprocity with IC&RC states.

### **Criteria for PA Application:**

- **Residency** - Applicants must live or work 51% of the time within Georgia.
- **Work/Volunteer Experience** – There is no minimum requirement for initial certification at this level. At least 100 hours of paid or volunteer experience in planning or delivering prevention services is required for the one-time recertification at this level.
- **Formal Education** – There is no educational requirement for this level of certification.
- **Education/Training** – Thirty (30) contact hours of the Core Prevention Training courses approved by PCCG is required for initial certification. **These four core courses must have been taken within two (2) years of the application date.** At least 18 additional contact hours of prevention-specific training is required for recertification. All training listed on the initial and recertification applications must be accompanied by certificates of attendance/completion issued by the training provider.
- **Supervised Practical Experience** – There is no practicum required for this level of certification.

- **References** – A letter of recommendation from an instructor, supervisor or volunteer coordinator must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview/Testing** – There are no interview or testing requirements for this level.

### **Certified Preventionist (CP)**

The CP certification is designed for those that have been working or volunteering in the field of prevention for at least a year, have completed additional training related to the field and can demonstrate knowledge and skills based on the six prevention Performance Domains and their related core functions in an oral interview. This certification is *not* eligible for reciprocity with IC&RC states.

### **Criteria for CP Application:**

- **Residency** - Applicants must live or work 51% of the time within Georgia.
- **Work/Volunteer Experience** – At least 1 year (2000 hours) of paid or volunteer experience in planning or delivering prevention services.
- **Formal Education** – Applicant must have attained a high school diploma or equivalent (i.e., GED). This requirement will be waived if the applicant has previously been certified at the PA level.
- **Continuing Education/Training** – At least 120 contact hours of prevention-specific training with the following requirements:
  - Thirty (30) hours for the four Core Prevention Training courses approved by PCCG.
  - **The four core courses must have been taken within two (2) years of the CP application date.**
  - Twenty-four (24) hours must specifically relate to substance abuse prevention topics.
  - At least ten (10) hours of training aligned to each performance domain.
  - Non-core course hours must have been taken within five (5) years of the CP application date.
  - Except for the core courses, applicants may use unlimited online courses.
  - Relevant college and graduate courses may be used to meet this requirement as long as they were taken within five years of application. Evidence for these courses would consist of transcripts.
    - One quarter hour of relevant college course = 10 contact hours
    - One semester hour of relevant college course = 15 contact hours

- To be eligible for consideration, **all training listed on the application must be accompanied by certificates of attendance/completion** issued by the training provider. In certain circumstances, an email or letter from the training provider attesting that the candidate completed a training will be accepted. Such documentation must include the candidate's name, the title and date(s) of the training, the name of the training provider and the total contact hours.
- **Supervised Practical Experience** – There is no practicum required for this level of certification.
- **References** – Two (2) letters of recommendation from supervisors or volunteer coordinators must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview**– Applicants must demonstrate knowledge and skills based on the six performance domains and core functions in an oral interview. Interviews are conducted by two prevention professionals credentialed by PCCG at the CP or ICPS level. Interviews may be conducted in person or through Skype.

## **Internationally Certified Prevention Specialist (ICPS)**

The ICPS certification is designed for those that have been working in the field of prevention for at least 2 years, have completed additional training related to the field and can demonstrate knowledge and skills based on the six prevention Performance Domains and their related core functions in an online exam. It also requires at least a Bachelor's degree. This certification is eligible for reciprocity with other IC&RC affiliated states.

### **Criteria for ICPS Application:**

- **Residency** - Applicants must live or work 51% of the time within Georgia.
- **Work/Volunteer Experience** – At least 2 years (4000 hours) of paid and volunteer experience in planning or delivering prevention services. No more than 6 months (500 hours) may be volunteer experience.
- **Formal Education** – Applicants must have a minimum of a Bachelor's degree in human services, health science, education, health care, nursing, public administration, social science, or other fields related to prevention. All college/university degrees must be earned through an accredited college/university that is recognized through the American Council on Education.

- **Continuing Education/Training** – At least 150 contact hours of prevention-specific training, with the following requirements:
  - Thirty (30) hours for the four Core Prevention Training courses approved by PCCG.
  - **The four core courses must have been taken within two (2) years of the ICPS application date unless you are upgrading from the PA or CP level or applying for reciprocity through an IC&RC affiliated credentialing board in another state.**
  - Twenty-four (24) hours must specifically relate to substance abuse prevention topics.
  - At least ten (10) hours of training aligned to each performance domain.
  - Non-core course hours must have been taken within five (5) years of the ICPS application date.
  - Except for the core courses, applicants may use unlimited online courses.
  - Relevant college and graduate courses may be used to meet this requirement as long as they were taken within five years of application. Evidence for these courses would consist of transcripts.
    - One quarter hour of relevant college course = 10 contact hours
    - One semester hour of relevant college course = 15 contact hours
  - To be eligible for consideration, **all training listed on the application must be accompanied by certificates of attendance/completion** issued by the training provider. In certain circumstances, an email or letter from the training provider attesting that the candidate completed a training will be accepted. Such documentation must include the candidate's name, the title and date(s) of the training, the name of the training provider and the total contact hours.
  
- **Supervised Practical Experience** – Verification of 120 hours of supervision must be submitted by the applicant. The 120 hours must relate to the six Performance Domains and Core Functions and at least 12 hours must be documented in each of the domains.
  
- **References** – Two (2) letters of recommendation from supervisors or volunteer coordinators must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
  
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
  
- **Testing** – Applicants must demonstrate knowledge and skills based on the performance domains and core functions by completing an online Prevention Specialist exam conducted by IC&RC. The exam is offered at multiple locations in Georgia.

## **Section 4: Additional Information & Fees**

### **Training and Acceptable Documentation:**

Training must be prevention-specific, related to the six Performance Domains and their related core functions. While online courses are accepted, there is value in face-to-face training for prevention specialists, which PCCG strongly encourages whenever possible. Applicants are responsible for submitting timely and appropriate documentation of training and other required information for verification and approval. For training, proof of attendance is required (e.g. certificate of completion or letter from the training entity). Documentation should include the applicant's name, training source, contact hours completed, subject matter and date(s) of attendance. Applicants should allow sufficient time for their application submission documents to be reviewed and processed. **Note:** meeting agendas, programs, and Power Point slides will not be considered verifiable proof of attendance without a candidate's documentation of attendance.

### **Upgrade of Certification Level**

Preventionists certified by PCCG who desire to increase their level of certification can apply for a level increase at any time during their two years of active certification. An upgrade application will be sent to the applicant at their request. The fee to upgrade from PA to CP is \$150 including the oral interview fee and the fee to upgrade from PA or CP to ICPS-R is \$250 which covers the fee to take the IC&RC Prevention Exam.

The application for upgrade of certification can be found at [www.pccga.org](http://www.pccga.org). Please note that there will be additional steps required for those wishing to upgrade their certification level.

### **Recertification**

The Prevention Apprentice (PA) level is eligible for one two-year recertification which must be a consecutive extension of the first certification (for a total PA designation of four continuous years). PA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. PA recertification applications must document attempts at additional training and work experience. A PA must apply for a level increase to maintain an active credential.

Those who have been certified as a Certified Preventionist (CP) and Internationally Certified Prevention Specialist (ICPS) must seek recertification every two years in order to maintain an active credential.

Recertification applications are due before September 30<sup>th</sup> each year. For example, candidates certified any time in 2017 will be due for re-certification by September 30, 2019. A reminder will be sent to all currently credentialed

individuals several months before their recertification is due. Reminders will be sent by email or to the last mailing address on record. For this reason, it is imperative that credentialed individuals notify PCCG of any changes in email or mailing addresses (pccginfo@gmail.com).

### **Process for Recertification:**

- During the two years of active CP or ICPS certification, prevention professionals must complete at least forty (40) hours of continuing education/training. This **must** include two (2) hours of Ethics in a health or human service related to prevention or another professional discipline
  - **All training listed on the recertification application must be accompanied by certificates of attendance/completion** issued by the training provider.
- For the one time recertification, Prevention Apprentice candidates must have eighteen (18) hours of continuing education/training. This **must** include two (2) hours of Ethics in a health or human service related to prevention or another professional discipline.
  - **All training listed on the recertification application must be accompanied by certificates of attendance/completion** issued by the training provider.
- After the one time recertification, PAs must upgrade to a Certified Prevention or Internationally Certified Prevention Specialist level.
- Complete the recertification application found on the PCCG website ([www.pccga.org](http://www.pccga.org)) at least 30 days prior to the expiration date.
- Send the recertification application, required attachments and the appropriate fee based on the level of certification to PCCG. Letters of recertification and certificates will be mailed within two weeks of receipt of completed applications.

### **Late Fees and Grace Period:**

Certified individuals can request up to four (4) 90-day grace periods at the end of the two-year certification period. Requests may be made in writing or by email to the Credentialing Committee. A late fee of \$25 will be assessed for each grace period.

### **Extensions of the Recertification Period:**

Extensions beyond the four (4) 90-day grace periods must be requested in writing to the PCCG board. The Board will consider extensions under two circumstances:

- If the credentialed individual was incapacitated for any reason during that time; or
- If the credentialed individual was inactive as a prevention professional or volunteer during that time but has been returned to the field and wishes to be reinstated.

## **Retired Status**

Individuals who have been certified for at least five (5) years retire from the prevention field, they are eligible for Retired Preventionist Status. If they have not been certified for at least five (5) years at the time of retirement, they may be eligible for Retired Status if they have worked at least ten (10) years in the prevention field.

Those who are granted Retired Status must:

- Renew every two years with a \$25 fee
- Document 10 hours per renewal of training, consulting, or volunteer work in the prevention field.

Upon approval of application for this status, retirees may continue to claim the last credential obtained with the additional designation of “Retired”, such as Jane Doe, CP, Retired.

The Retired Status Application can be found at [www.pccga.org](http://www.pccga.org)

## **Inactive Status**

PCCG has established an Inactive Status policy to allow certified professionals in Georgia who are experiencing extenuating circumstance, to prevent their certification from expiring. It has been established for preventionists who expect to be inactive for less than two years. Inactive Status allows the preventionist to avoid the full reapplication process.

Preventionists in good standing unable to meet the continuing education requirements for recertification maintenance due to health or extenuating personal reasons may place their certification on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when the preventionist wishes to reactivate their certification.

Preventionists are eligible for inactive status if:

- They are certified at the Certified Preventionist or Internationally Certified Prevention Specialist level and in good standing (i.e., current with fees and continuing education units)
- They are no longer working in the prevention field
- They are on extended military active duty
- They have health complications
- They have extenuating personal reasons

***Inactive status is for a maximum of two years.***

Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status. Certificates placed on inactive status are not eligible for reciprocity.

During the period of inactive status, preventionists are considered to be without PCCG Certification. Such preventionists cannot refer to themselves in writing or verbally as “Certified Preventionist” or “Internationally Certified Prevention Specialist”.

**Procedure for obtaining inactive status**

- Request inactive status in writing to the PCCG Credentialing Committee stating the specific reason(s) for requesting inactive status. Application form for inactive status can be found at [www.pccga.org](http://www.pccga.org)
- Include documentation for eligibility in the request for inactive status
- Surrender current original prevention certificate to PCCG. The preventionist will receive a letter from PCCG acknowledging the certification number is inactive and the date by which status must be reactivated.
- Pay a \$25.00 fee to enter inactive status

**Procedure for reactivating a certificate *before the two periods has lapsed:***

- Send a written request for reactivation to the PCCG Credentialing Committee
- Payment of appropriate certification fee based on level of certification
- Documentation of 40 hours of prevention continuing education training must be received within the first year of returning to active status. These hours can be counted again during the next recertification. The year shall begin upon the receipt of request for reactivation. The individual will be notified of the year begin date.

**Fees:**

<b>Prevention Credentialing Consortium of Georgia Effective January 1, 2018</b>		
<b>Application Fees</b>		
Prevention Apprentice - PA	\$75.00	
Certified Preventionist -CP	\$225.00	Includes oral interview fee
Internationally Certified Prevention Specialist - ICPS-R	\$325.00	Includes fee to take IC&RC Prevention Exam. If the candidate does not pass exam, s/he will be charged \$150 to re-take the exam.

<b>Upgrade Fees</b>		
Upgrade applications must be completed within the two years of current certification for upgrade fees to apply.		
Prevention Apprentice (PA) to Certified Preventionist (CP)	\$150.00	Includes oral Interview fee.
Prevention Apprentice (PA) to Internationally Certified Prevention Specialist (ICPS-R)	\$250.00	Includes fee to take IC&RC Prevention Specialist Exam. If the candidate does not pass exam, s/he will be charged \$150 to re-take the exam.
Certified Preventionist (CP) to Internationally Certified Prevention Specialist (ICPS-R)	\$100	Includes fee to take IC&RC Prevention Specialist Exam. If the candidate does not pass exam, s/he will be charged \$150 to re-take the exam.
<b>Recertification Fees</b>		
Recertifications are due on or before September 30, 2 years after initial certification. Applicants may request in writing up to four (4) 90-day grace periods. Each 90-day grace period will be assessed a \$25 fee in addition to the recertification fee.		
Prevention Apprentice (PA)	\$50.00	May recertify one time with 18 hours of continuing education and 2 hours of ethics and then must upgrade to a CP or ICPS-R
Certified Preventionist (CP)	\$75.00	Requires 40 hours of continuing education and 2 hours of ethics.
Internationally Certified Prevention Specialist (ICPS-R)	\$100.00	Requires 40 hours of continuing education and 2 hours of ethics.

## **Section 5: Reciprocity**

IC&RC facilitates reciprocity between jurisdictions for professionals that hold the IC&RC Prevention Specialist credential through an affiliated board such as PCCG. A list of all boards affiliated with IC&RC can be found at this link:

<http://www.internationalcredentialing.org/memberboards>. If you do not see your board on at this link, IC&RC will not be able to assist with reciprocity. PCCG offers reciprocity to prevention professionals that hold the IC&RC Prevention Specialist credential in other jurisdictions and has the authority to set reciprocity requirements for entry to its jurisdiction (Georgia).

Prevention Specialists from other jurisdictions who are **seeking reciprocity through PCCG** must contact the board where they are currently credentialed for a Reciprocity Application. The applicant will send the completed application and fee back to the current board who will then forward it to IC&RC. IC&RC will facilitate the reciprocity process between boards. Following are the steps for applying for reciprocity:

1. Contact PCCG at [pccginfo@gmail.com](mailto:pccginfo@gmail.com) and ask if there are other requirements that you must meet for reciprocity. If you are a certified IC&RC Prevention Specialist seeking reciprocity from PCCG, you must live or work in Georgia at least 51% of the time and you must have at least a Bachelor's Degree. After your original expiration date for your current credential expires, you must recertify every two years in order to keep your credential current.
2. Contact your current board and ask for an Application for Reciprocity.
3. Complete the Application for Reciprocity and return it to your current board with the appropriate fee.
4. Your application will be verified and sent to the IC&RC Office who will then send to PCCG.
5. You will be contacted first by IC&RC and then by PCCG when the process is completed.

**In Georgia, only the ICPS credential is eligible for reciprocity from other jurisdictions.** If you are a currently credentialed ICPS through PCCG, and you are moving to another jurisdiction (state), you should first check the link above to determine whether there is a Member Board that offers the IC&RC Prevention Specialist credential. If so, then you should contact the new Member Board to find out whether there are additional requirements you must meet prior to applying for reciprocity. Then, you should contact PCCG at [pccginfo@gmail.com](mailto:pccginfo@gmail.com) to request the Application for Reciprocity. Once you complete the application and return it along with the required fee, PCCG will complete the Credential Verification Report and forward it, your application and your fee to IC&RC. IC&RC will process the request for reciprocity and will notify you and the requested board.

### **Important Reciprocity Policies**

- Applications for Reciprocity are only given to credentialed Prevention Specialists by their current certification board when requested and only after the current board has determined s/he is eligible for reciprocity.
- Requested boards will only accept Reciprocity Approval directly from IC&RC. If a board receives an incoming Application for Reciprocity from another board or from the Prevention Specialist it is an incorrect procedure.
- In order to avoid credentials expiring during the reciprocity process, the Prevention Specialist credential must be valid for at least 60 days at the time of application.
- IC&RC recommends starting the reciprocity process three months prior to moving into a new jurisdiction.
- The requested board must maintain the Prevention Specialist's original expiration date unless the board has specific policies and procedures that prohibit issuing the original expiration date.
- If you will be dividing your time between your new jurisdiction and your past one, you may maintain your Prevention Specialist credential with both jurisdictions through their recertification processes.

- A new Member Board can delay or postpone reciprocity if a candidate is being investigated or has been found guilty of any ethics violations related to their prevention credential.

## **Frequently Asked Questions Regarding Reciprocity**

### **Can I reciprocate my ICPS credential to any board?**

Your credential is reciprocal only with boards that offer the IC&RC Prevention Specialist credential. For example, if you hold the ICPS credential from Georgia and you want to reciprocate that credential to Nebraska, you would be unable to do so because Nebraska does not offer the Prevention Specialist credential.

### **When should I begin the reciprocity process – before I move into my new jurisdiction or after?**

It is best to start the process prior to moving into your new jurisdiction. That way if there are any delays in processing your application, it should be completed before you begin to work in your new jurisdiction.

### **Can I maintain my credential in more than one jurisdiction?**

Yes, you are permitted to maintain your credential in more than one jurisdiction. You will be required to meet the recertification criteria in each jurisdiction.

### **When I reciprocate to a new jurisdiction, will my current expiration date on my credential change?**

No, your new jurisdiction is required to provide you with the same expiration date that appears on your current certificate. In Georgia, you are certified for two years before you have to recertify, and your expiration date is September 30<sup>th</sup>.

### **Is there ever a time when I could be denied reciprocity into a new jurisdiction?**

It is the right of every jurisdiction to determine who is or is not eligible for reciprocity. Often boards will require additional standards outside of IC&RC's reciprocity procedure that must be met before a reciprocity is approved. It is critical that you check with your new jurisdiction before reciprocating to determine your eligibility.

### **How long does the reciprocity process take?**

Typically, reciprocities are finalized within 6-8 weeks of completing your Reciprocity Application. IC&RC will contact you once your application has been processed and forwarded to your desired board.

### **If my credential has expired in my current jurisdiction, can I still reciprocate into a new jurisdiction?**

No, your credential must be current and valid in order to reciprocate. If your credential has lapsed, you must successfully recertify prior to applying for reciprocity. In order to avoid credentials expiring during the reciprocity process, credentials must be valid for at least 60 days at the time of application.

### **What are the differences between certification and licensure?**

While these terms are used interchangeably, there are differences between the two concepts. Certification is a process by which a non-governmental organization grants recognition to an

individual who has met predetermined qualifications and has demonstrated a level of knowledge and skill required in a profession specified by that organization. Certification is typically a voluntary process but can be a mandatory in some jurisdictions. Licensure is a governmental grant of legal authority, pursuant to that government's power, to practice a profession within a particular scope of practice. Under a licensure system, a government will define by statute the tasks and function or scope of practice of a profession and these tasks may be legally performed only by those holding that license. Confusion between certification and licensure arises because many jurisdictions call their licensure processes "certification," particularly when they incorporate the standards and requirements of private certifying bodies in their licensing statutes and require that an individual be certified in order to have jurisdictional authorization to practice. **In Georgia, the Prevention Specialist equivalent is through certification and is voluntary.**

## **Important Addresses and Contact Information**

**PCCG Website:** [www.pccga.org](http://www.pccga.org)

**PCCG Email:** [pccginfo@gmail.org](mailto:pccginfo@gmail.org)

### **PCC Mailing Address:**

PCCG  
c/o GUIDE, Inc.  
Attention: Credentialing Committee  
P.O. Box 1922  
Lawrenceville, GA 30046



**Prevention Apprentice Certification (PA)  
Certified Preventionist (CP)  
and  
Internationally Certified Prevention Specialist  
(ICPS)**

**APPLICATION**

*Please go to [www.pccga.org](http://www.pccga.org) to verify you have the most up to date manual and application*

**Prepared By: Prevention Credentialing Consortium of Georgia, Inc.**

**Revised: March 2018**



**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I. Acknowledgements**

This page must be completed for all levels of certification. ***Please read the following carefully and sign and return with application.***

- A. I hereby attest that all of the information given is true and complete to the best of my knowledge and belief. I also attest to having done the work myself, not using other people's material without giving due credit to the author and work. I also attest that I live or work within the jurisdiction of PCCG 51% of the time. I understand that discovery of falsification of any portion of this application will result in my being denied a credential or revocation of the same.
- B. I acknowledge the right of PCCG to verify the information in this application or to seek further information from employers, schools, or persons mentioned within.
- C. I will hold PCCG, its Review Team, Credentialing Committee, its Board Members, Executive Committee Members, Officers, Agents, and Staff free from any civil liability for damages or complaints by reason of any action that is within the scope of their purpose and arising out of the performance of their duties or any action which they, or anyone one of them, may take in connection with the recommendation of the Credentialing Committee and/or the decision of the Board not to bestow upon me the credential level for which I am applying or any other credential level.
- D. I understand that a non-refundable application fee must accompany this application (\$75 PA, \$225 CP, and \$325 ICPS) in the form of a check or money order made payable to PCCG.
- E. I understand that there is a \$25 fee for any returned checks.
- F. The credential level for which I am applying:
  - a. Prevention Apprentice Certification: \_\_\_\_\_
  - b. Certified Preventionist: \_\_\_\_\_
  - c. Internationally Certified Prevention Specialist: \_\_\_\_\_
- G. Please check the correct response below:
  - a. If not approved for the desired level checked above, I will accept the decision of PCCG to be credentialed at a lower level. \_\_\_\_\_
  - b. If assigned a lower level, I understand that I may reapply for the same or a different level designation at a later date. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## II. APPLICANT INFORMATION

This information page must be completed for all levels of certification.

**Application Date** \_\_\_\_\_

**Name (Last, First, Middle):** \_\_\_\_\_

**Maiden Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Agency/Business:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Day Time Phone:** \_\_\_\_\_

**\*Preferred Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

\*Your preferred email will be used for all correspondence from PCCG. It is imperative that you inform PCCG of any changes in your email address.

**All applicants must submit a copy of a government issued photo ID with their applications**

### **Demographic Information (for statistical purposes only)**

**Gender:**     Male     Female

**Age:**     18-29     30-39     40-49     50-59     60-69

**Race/Ethnicity:**     White     African American     Latino  
                                   American Indian  
                                   Asian

**Highest Level of Education Attained:**     High School Diploma     Associates  
 Bachelors     Masters     Doctorate

## Formal Education

This page is mandatory for the **ICPS application** and optional for the CP and PA applications. Official transcripts documenting higher education (i.e., Bachelor, Master and Doctoral Degrees) are required for the ICPS application and should be sent directly to PCCG by the academic institution. A sealed official transcript is acceptable.

<b>Degree/Diploma</b>	<b>Institution</b>	<b>Dates Attended</b>

**Work and/or Volunteer Experience in Prevention  
(Copy This Form as Needed)**

This information is mandatory for the CP and ICPS applications. It is optional for the PA application. Applicants for CP must document at least 2000 hours of prevention work and/or volunteer experience. ICPS applicants must document 4000 hours of prevention work and/or volunteer experience, but only 500 hours of volunteer work can count toward the 4000 hour requirement. **Use one page per prevention employer/organization/position.**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Agency/Organization: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Your position: \_\_\_\_\_

Dates with Agency: To \_\_\_\_\_ From \_\_\_\_\_

Number of hours per week in Prevention: \_\_\_\_\_

Total hour of prevention experience in this position: \_\_\_\_\_

Describe your responsibilities. List Performance Domains and Core Functions related to those responsibilities. (See Section 2, pages 3-5, of the Application Manual for more information related to the Domains and Core Functions.):

List any significant accomplishments in prevention in this position.

*Attach additional sheets if necessary.*



## Work Experience Verification Form

**Applicant:** This form is required for the CP and ICPS applications. Please duplicate this page and include it with each Work Experience Verification Form given to each employer or supervisor you have listed in your application. Fill in the blanks below before giving it to supervisors/employers.

### Memo to Supervisor/Employer

**TO:** \_\_\_\_\_  
(Supervisor or Employer)

**FROM:** Prevention Credentialing Consortium of Georgia, Inc.

**RE:** \_\_\_\_\_  
(Applicant's Name)

#### **Supervisor/Employer:**

The above-named person is applying for prevention credentialing through the Prevention Credentialing Consortium of Georgia (PCCG). The mission of the PCCG is to establish and promote credentialing standards in the field of prevention. Applicants must document past and current hours of paid employment and/or volunteer experience in prevention-related fields for different levels of certification. You are being asked to verify this applicant's hours of employment, volunteer work or combination of both. This information will enable the Credentialing Committee to evaluate whether the applicant meets work and/or volunteer experience requirements for the level of certification being requested.

After completing the attached Work Experience Verification Form, please send it **directly** to:  
PCCG  
Attn: Credentialing Committee  
P.O. Box 1922  
Lawrenceville, GA 30046

This is a confidential document and will not be released to the applicant. Thank you for your assistance.



## Work Experience Verification Form

### To be filled out by applicant:

I, \_\_\_\_\_, am applying for prevention credentialing  
(Applicant's Name)

through the Prevention Credentialing Consortium of Georgia. I was employed by or volunteered for

\_\_\_\_\_  
(Agency, Organization, Person)

from \_\_\_\_\_ to \_\_\_\_\_ in the position of \_\_\_\_\_.  
(Month, Year) (Month, Year) (Official Title)

My employer/supervisor was/is: \_\_\_\_\_  
(Name and Title of Employer/Supervisor)

Employer/Supervisor's Current Address: \_\_\_\_\_.

Employer/Supervisor's Current Telephone Number: \_\_\_\_\_.

My signature on this form signifies that the above information is accurate and that I authorize the PCCG to contact the above referenced Employer/Supervisor for work experience verification and/or employment information. It also authorizes the agency or person named above to give information, on this form, regarding work experience as indicated below.

**Number of Work/Volunteer Hours to be confirmed:** \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

=====

**To be filled out by employer/supervisor:** Please write your comments concerning the above information supplied by the applicant. Indicate whether you agree or disagree and why.

I, \_\_\_\_\_, verify that the information stated above  
(Please print name)

is accurate \_\_\_\_\_ or is not accurate \_\_\_\_\_. If you disagree with any information supplied by the applicant above, please explain:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer/Supervisor Signature Date

**Do not give this form to applicant. Please send it directly to:** PCCG, Attn: Credentialing Committee, P.O. Box 1922, Lawrenceville, GA 30046.

## PREVENTION TRAINING

Attach all training documentation in order of listing. Documentation may include copies of certificates of attendance/completion, official transcripts or a letter from a supervisor documenting attendance of in-house training. Applicants must have a total of 120 hours of continuing education including the four core courses listed below for the CP certification and 150 hours for the ICPS level. PA applicants must have completed the four core courses and should document them below.

### Core Prevention Training (Core Courses)

See the Application Manual for more information regarding the Core Prevention Training. The four core courses must be the PCCG certified courses and must have been taken with 2 years of the date of application.

#### Fundamentals of Prevention (12 hours required)

Date	Course Title	Sponsoring Organization	Clock Hours

#### Exploring Ethics in the Field of Prevention (6 hours required)

Date	Course Title	Sponsoring Organization	Clock Hours

#### Cultural Competency (6 hours required)

Date	Course Title	Sponsoring Organization	Clock Hours

#### Communication (6 hours required)

Date	Course Title	Sponsoring Organization	Clock Hours

## **Documentation of Additional Prevention Training by Domain**

CP applicants must have a total of 120 hours of continuing education (including the four core courses listed on the previous page). ICPS applicants must document 150 hours (including the four core courses listed on the previous page). Both levels of certification require a minimum of 24 contact hours of training specific to substance abuse prevention.

Applicants for the PA level do not need to document additional training other than the four core courses (documented on the previous page) until they apply for recertification.

Courses and training events should be listed on the following pages by Performance Domain. See the Application Manual for the six Performance Domains and their related core functions. If you have questions about which domain a particular training event is applicable to, contact PCCG at [pccginfo@gmail.com](mailto:pccginfo@gmail.com).

The 24 hours of substance abuse prevention specific training should be listed on the page titled **Alcohol, Tobacco and other Drug Specific Training**.

If you attended a conference or other setting with multiple breakout sessions, plenary sessions or workshops, each one should be listed separately in the appropriate domain.

If you attended a meeting that included breakout sessions, only those sessions that were educational in nature can be counted toward the training contact hours. Meeting and networking hours cannot be counted.

Non-core course hours must have been taken within five (5) years of the CP or ICPS application date.

Except for the core courses, applicants may use unlimited online courses.

Relevant college and graduate courses may be used to meet this requirement as long as they were taken within five years of application. Evidence for these courses would consist of official transcripts. Determine contact hours for college or graduate school courses as follows: One quarter hour of relevant college course = 10 contact hours. One semester hour of relevant college course = 15 contact hours.

Attach all training documentation in order of listing. Documentation may include copies of certificates of attendance/completion, official transcripts or a letter from a supervisor documenting attendance of in-house training.

**Domain 1: Planning and Evaluation**

<b>Date</b>	<b>Course Title</b>	<b>Sponsoring Organization</b>	<b>Clock Hours</b>
<b>Total Clock Hours=</b>			

**Domain 2: Prevention Education and Service Delivery**

<b>Date</b>	<b>Course Title</b>	<b>Sponsoring Organization</b>	<b>Clock Hours</b>
<b>Total Clock Hours=</b>			

**Domain 3: Communications**

<b>Date</b>	<b>Course Title</b>	<b>Sponsoring Organization</b>	<b>Clock Hours</b>
<b>Total Clock Hours=</b>			

**Domain 4: Community Development**

<b>Date</b>	<b>Course Title</b>	<b>Sponsoring Organization</b>	<b>Clock Hours</b>
<b>Total Clock Hours=</b>			

**Domain 5: Public Policy and Environmental Change**

Date	Course Title	Sponsoring Organization	Clock Hours
<b>Total Clock Hours=</b>			

**Domain 6: Professional Growth and Responsibility**

Date	Course Title	Sponsoring Organization	Clock Hours
<b>Total Clock Hours=</b>			



## Supervised Practical Experience

This is required for ICPS applicants only.

Please document time spent with your supervisor or approved mentor and topic(s) worked on or discussed. The supervisor or mentor needs to be an Internationally Certified Prevention Specialist (ICPS). Twelve (12) hours must be spent in each of the six domains and a total of 120 hours overall. For more information about finding an approved mentor to meet this requirement, contact PCCG ([pccginfo@gmail.org](mailto:pccginfo@gmail.org)).

Copy this form or add rows as needed.

Date	Topic	Domain	Clock Hours
<b>Total Clock Hours</b>			

I certify that I have supervised \_\_\_\_\_ in the hours indicated above.

\_\_\_\_\_ Signature of ICPS Supervisor or Mentor



## ICPS Supervision Form

**Name of Applicant** (Please print) \_\_\_\_\_

**Name of Mentor** (Please print) \_\_\_\_\_

Based upon your experience supervising and/or mentoring the applicant, please mark the appropriate rating scale with an **X** to indicate the applicant’s experience and competency in the six prevention performance domains.

Domains & Core Functions	Rating Scale for Competency			Amount of experience	More experience needed
	Outstanding	Satisfactory	Marginal		
				Minimal, Adequate or Advanced	Y/N
<b>Performance Domain 1: Planning and Evaluation</b>					
1.1 Determine the level of community readiness for change.					
1.2 Identify appropriate methods to gather relevant data for prevention planning.					
1.3 Identify existing resources available to address community needs.					
1.4 Identify gaps in resources based on the assessment of community conditions.					
1.5 Identify the target audience.					
1.6 Identify factors that place persons in the target audience at greater risk for the identified problem.					
1.7 Identify factors that provide protection or resilience for the target audience.					
1.8 Determine priorities based on comprehensive community assessment.					
1.9 Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.					

1.10 Select prevention strategies, programs, and best practices to meet the identified needs of the community.					
1.11 Implement a strategic planning process that results in the development and implementation of a quality strategic plan.					
1.12 Identify appropriate prevention program evaluation strategies.					
1.13 Administer surveys, pre- and post-tests and work plan activities.					
1.14 Conduct evaluation activities to document program fidelity.					
1.15 Collect evaluation documentation for process and outcome measures.					
1.16 Evaluate activities and identify opportunities to improve outcomes.					
1.17 Utilize evaluation to enhance sustainability of prevention activities.					
1.18 Provide applicable workgroups with prevention information and other support to meet prevention outcomes.					
1.19 Incorporate cultural responsiveness into all planning and evaluation activities.					
1.20 Prepare and maintain reports, records, and documents pertaining to funding sources.					
<b>Performance Domain 2: Prevention Education and Service Delivery</b>					
2.1 Coordinate prevention activities.					
2.2 Implement prevention education and skill development activities appropriate for the target audience.					

2.3 Provide prevention education and skill development programs that contain accurate, relevant, and timely content.					
2.4 Maintain program fidelity when implementing evidence-based practices.					
2.5 Serve as a resource to community members and organizations regarding , prevention strategies and best practices.					
<b>Performance Domain 3: Communications</b>					
3.1 Promote programs, services, activities, and maintain good public relations.					
3.2 Participate in public awareness campaigns and projects relating to health promotion across the continuum of care.					
3.3 Identify marketing techniques for prevention programs.					
3.4 Apply principles of effective listening.					
3.5 Apply principles of public speaking.					
3.6 Employ effective facilitation skills.					
3.7 Communicate effectively with various audiences.					
3.8 Demonstrate interpersonal communication competency.					
<b>Performance Domain 4: Community Organization</b>					
4.1 Identify the community demographics and norms.					
4.2 Identify a diverse group of stakeholders to include in prevention programming activities.					
4.3 Build community ownership of prevention programs by collaborating with stakeholders when					

planning, implementing, and evaluating prevention activities.					
4.4 Offer guidance to stakeholders and community members in mobilizing for community change.					
4.5 Participate in creating and sustaining community-based coalitions.					
4.6 Develop or assist in developing content and materials for meetings and other related activities.					
4.7 Develop strategic alliances with other service providers within the community.					
4.8 Develop collaborative agreements with other service providers within the community.					
4.9 Participate in behavioral health planning and activities.					
<b>Performance Domain 5: Public Policy and Environmental Change</b>					
5.1 Provide resources, trainings, and consultations that promote environmental change.					
5.2 Participate in enforcement initiatives to affect environmental change.					
5.3 Participate in public policy development to affect environmental change.					
5.4 Use media strategies to support policy change efforts in the community.					
5.5 Collaborate with various community groups to develop and strengthen effective policy.					
5.6 Advocate to bring about policy and/or environmental change.					

<b>Performance Domain 6: Professional Growth and Responsibility</b>					
6.1 Demonstrate knowledge of current prevention theory and practice.					
6.2 Adhere to all legal, professional, and ethical principles.					
6.3 Demonstrate cultural responsiveness as a prevention professional.					
6.4 Demonstrate self-care consistent with prevention messages.					
6.5 Recognize importance of participation in professional associations locally, statewide, and nationally..					
6.6 Demonstrate responsible and ethical use of public and private funds.					
6.7 Advocate for health promotion across the life span.					
6.8 Advocate for healthy and safe communities.					
6.9 Demonstrate knowledge of current issues of addiction.					
6.10 Demonstrate knowledge of current issues of mental, emotional, and behavioral health.					

**Additional Questions:**

- 1. Overall, was an adequate amount of information provided to demonstrate the applicant’s experience and competence working in the prevention field? Please describe:**
  
- 2. Are there areas in which the applicant needs to develop more experience or enhance skills? Please describe:**

**3. Please provide any additional constructive feedback.**

**Based on the information you have received, does the applicant appear to be a suitable candidate for the Internationally Certified Prevention Specialist (ICPS) level of certification?**

- I highly recommend**
- I recommend**
- I recommend with reservation**
- I do not recommend**

**Signature of Mentor /Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

### **III. Code of Ethical Conduct**

The following Code of Ethical Conduct must be read in its entirety, initialed throughout and signed to signify agreement with its tenants by all applicants for credentialing through PCCG.

**Prevention Credentialing Consortium of Georgia, Inc.  
Code of Ethical Conduct  
For Prevention, Early Intervention and Health Promotion  
Professionals and Volunteers**

#### **Preamble**

The principles of ethics are standards of exemplary professional conduct. These principles of the Code of Ethical Conduct for Prevention, Early Intervention, Health Promotion Professionals and Volunteers express the professional's and volunteer's recognition of his/her responsibilities to the public, service recipients and colleagues. They guide members of the profession in the performance of their professional and voluntary responsibilities and express the basic tenets of ethical and professional conduct. The principles call for commitment to honorable behavior, even at the sacrifice of personal advantage. These principles should not be regarded as limitations or restrictions, but as goals for which prevention, early intervention and health promotion professionals and volunteers should constantly strive. They are guided by core values and competencies that have emerged with the development of these fields.

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Initials

#### **Principles**

##### **I. Non-Discrimination**

A Prevention, Early Intervention, Health Promotion Professional or Volunteer shall not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, economic condition, or physical or mental disability, including persons testing positive for AIDS-related virus. A Prevention, Early Intervention, Health Promotion Professional or Volunteer should broaden his/her understanding and acceptance of cultural and individual differences, and in so doing render services and provide information sensitive to those differences.

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Initials

##### **II. Competence**

A prevention, early intervention, health promotion professional or volunteer shall observe the technical and ethical standards within his/her particular field(s), strive continually to improve personal competence and quality of service delivery, and discharge professional or volunteer responsibility to the best of his/her ability. Competence is derived from a synthesis of education and experience. It begins with the mastery of a body of knowledge and skill competencies (core functions). The maintenance of competence requires a commitment to learning and improvement that must continue throughout the professional's or volunteer's life.

- a. Professionals and volunteers should 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 or qualified volunteer to plan and supervise adequately any professional activity for which he or she is responsible.
- c. A professional or volunteer should recognize limitations and boundaries of competencies and not use techniques or offer services outside of his/her competencies. Each professional or volunteer is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed.
- d. When a professional or volunteer is aware of unethical conduct or practice on the part of an agency, a professional or a volunteer, he/she has an ethical responsibility to report the conduct or practices to appropriate authorities and to the public.

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Initials

### **III. Integrity**

To maintain and broaden public confidence, professionals and volunteers should perform all professional and voluntary responsibilities with the highest sense of integrity. Integrity can accommodate the inadvertent error and the honest difference of opinion. It *cannot* accommodate deceit or subordination of principle.

- a. Personal gain and advantage should not subordinate service and the public trust.
- b. All information should be presented fairly and accurately. Each professional and volunteer should document and assign credit to all contributing sources used in published material or public statements.
- c. Professionals and volunteers should not misrepresent either directly or by implication professional or voluntary qualifications or affiliations.
- d. A professional or volunteer should not be associated directly or indirectly with any service or products in a way that is misleading or incorrect.

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Initials

### **IV. Nature of Services**

Above all, professionals and volunteers shall do no harm to service recipients. Practices shall be respectful and non-exploitative. Services should protect the recipient from harm and the professional, the volunteer, and the profession from censure.

- a. Where there is evidence of child or other abuse, the professional or volunteer shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.
- b. Where there is evidence of impairment in a colleague or a service recipient, a professional or volunteer should be supportive of assistance or treatment.
- c. A professional or volunteer should recognize the effect of impairment on professional or volunteer performance and should be willing to seek appropriate treatment for him/herself.

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Initials

**V. Confidentiality**

Confidential information acquired during service delivery shall be safeguarded from disclosure, including but not limited to verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases. Professionals are responsible for knowing and adhering to the State and Federal confidentiality regulations relevant to their specialty and for sharing that information with volunteers they supervise.

\_\_\_\_\_  
Initials

**VI. Ethical Obligations for Community and Society**

According to their consciences, professionals and volunteers should be proactive on public policy and legislative issues. The public welfare and individuals' right to services and personal wellness should guide the efforts of professionals and volunteers. Professionals and volunteers should adopt a personal and professional stance that promotes the health and well-being of all humankind.

\_\_\_\_\_  
Initials

I have read, understand, and agree to act in accord with PCCG's Code of Ethical Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICATION CHECKLIST

Please complete the appropriate checklist that corresponds with the level of certification you are seeking. Completed checklist must be included with the application.

### **Prevention Apprentice Certification:**

- Core Prevention Training form, including certificates or other documentation of attendance
- A letter of recommendation
- Initialed and signed copy of the PCCG Code of Ethics
- Non-refundable \$75 application fee
- Copy of a government issued photo ID

### **Certified Preventionist:**

- Documentation of work/volunteer experience
- Work verification form(s) given to supervisor(s) ***These forms will be sent directly to PCCG by the supervisor(s).***
- Official transcripts documenting at least a High School Degree or GED, unless previously certified at the Prevention Apprentice level. Include a copy of PA certificate.
- Core Prevention Training form, including certificates or other documentation of attendance for all four core courses
- Training forms, including certificates or other documentation of attendance
- Two letters of recommendation
- Initialed and signed copy of the PCCG Code of Ethics
- Non-refundable \$225 application fee
- Copy of a government issued photo ID
- Upon successful completion of the CP application, PCCG will schedule the oral interview to finish the CP credentialing process.

### **Internationally Certified Prevention Specialist:**

- Documentation of work/volunteer experience
- Work verification form(s) given to supervisor(s). ***These forms will be sent directly to PCCG by the supervisor(s).***
- Official transcripts documenting at least a Bachelors Degree. These transcripts should be sent directly from the institution to PCCG. A sealed official transcript is acceptable.
- Core Prevention Training form, including certificates or other documentation of attendance for all four core courses
- Training forms, including certificates or other documentation of attendance
- Supervised Practical Experience form(s)
- Two letters of recommendation
- Initialed and signed copy of the PCCG Code of Ethics
- Non-refundable \$325 application fee (includes Prevention Specialist exam fee)
- Copy of a government issued photo ID
- Upon successful completion of the ICPS application, PCCG will pre-register the applicant to take the IC&RC Prevention Specialist exam. IC&RC will make the final arrangements for the exam which must be taken within 1 year of the pre-registration. When PCCG receives confirmation that the applicant has passed the exam, the upgrade will be completed.

## **Performance Domains and Core Functions for Prevention**

These Performance Domains and Core Functions were determined by the 2013 IC&RC Role Delineation Study for Prevention Specialists and are designed to measure an individual's competency in the field of alcohol, tobacco and other drug (ATOD) prevention and mental, emotional, and behavioral health promotion.

### **Domain 1: Planning and Evaluation**

#### **Core Functions and Associated Tasks:**

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

### **Domain 2: Prevention Education and Service Delivery**

#### **Core Functions and Associated Tasks:**

- 2.1 Coordinate prevention activities.
- 2.2 Implement prevention education and skill development activities appropriate for the target audience.
- 2.3 Provide prevention education and skill development programs that contain accurate, relevant, and timely content.
- 2.5 Maintain program fidelity when implementing evidence-based practices.
- 2.6 Serve as a resource to community members and organizations regarding prevention strategies and best practices.

### **Domain 3: Communication**

#### **Core Functions and Associated Tasks:**

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

### **Domain 4: Community Organization**

#### **Core Functions and Associated Tasks:**

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

### **Domain 5: Public Policy and Environmental Change**

#### **Core Functions and Associated Tasks:**

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

### **Domain 6: Professional Growth and Responsibility**

#### **Core Functions and Associated Tasks:**

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



## Levels of PCCG Certification

### Prevention Apprentice (PA)

Entry level certification given for 2 years. It can be renewed once for 2 more years.

**Requires:**

- 4 core courses
- A letter of recommendation
- Signed Code of Ethics
- Application and application fee of \$75
- Recertification for two more years requires 18 hrs of prevention-related continuing education and 100 hrs of verified paid or volunteer work in prevention/health promotion field

### Certified Preventionist (CP)

**Requires:**

- 4 core courses
- 2000 hours (1 year) of verified paid or volunteer work in prevention
- 120 hours of continuing education
  - Core courses = 30 hours
  - ATOD-specific prevention topics = 24 hours
  - At least 10 hours per each of six Performance Domains/Core Functions
- 2 letters of recommendation
- Signed Code of Ethics
- Oral Interview
- Application and application fee of \$225 (includes interview fee)

Must be renewed every 2 years. Recertification application requires 40 hours of continuing education that includes 2 hours of ethics.

### Internationally Certified Prevention Specialist (ICPS) Eligible for reciprocity through IC&RC

**Requires:**

- 4 core courses
- Bachelor's degree or higher in a prevention-related field
- 4000 hours (2 years) of verified paid or volunteer work (no more than 500 hrs of volunteer work)
- 150 hours of continuing education
  - Core courses = 30 hours
  - ATOD-specific prevention topics = 24 hours
  - At least 10 hours per each of six Performance Domains/Core Functions
- Verification of at least 120 hours of supervised practical experience
- 2 letters of recommendation
- Signed Code of Ethics
- Pass the IC&RC Prevention Specialist's exam
- Application and application fee of \$325 (includes exam fee)

Must be renewed every 2 years. Recertification application requires 40 hours of continuing education that includes 2 hours of ethics.

## Tips for Applicants

- You must live or work in Georgia at least 51% of the time.
- The application manual and application are on the PCCG website. You must use the most current application.
- You must submit a copy of a government issued photo ID with your application.
- Your application fee must be sent with your application.
- You must recertify every two years.
- You may upgrade to a higher level of credential any time during the 2 years before you must recertify.

## Required Continuing Education and Training

- The four required core courses must be taken within 2 years of application.
- All other continuing education/training must have been taken within 5 years of application.
- You may take relevant online courses.
- Relevant college courses taken within 5 years of application can be used.
  - One quarter hour = 10 contact hours
  - One semester hour = 15 contact hours
- You **MUST** have certificates of attendance/completion for **ALL** continuing education/training. Transcripts are needed for evidence of college courses listed. Agendas and/or course materials are **NOT** acceptable.
- If you weren't given a certificate of attendance/completion for a training you attended, you can request that the provider send an email or a letter attesting that you attended/completed the training event. It must have the name of the training provider, title and date(s) of the training, total number of contact hours, and your name.
- If you are not able to get the required verification, the Credentialing Committee may accept a letter/email from your supervisor attesting that you completed a named training event. It must provide the same information as mentioned above. This will not be accepted for all continuing education/training sessions you list in your application.
- If an event was a meeting that included training, only the training hours (keynote address that was educational, workshop or training session that imparted new information or skills) are eligible as continuing education.
- On-the-job training provided by your employer will not be accepted as continuing education.

## Oral Interview for Certified Preventionist

- Scheduled after application is complete and application fee has been paid.
- Conducted by two PCCG-credentialed prevention professionals at the CP or ICPS level.
- Can be conducted in person or by Skype
- Questions are randomly selected by the PCCG Administrator and given to interviewers prior to interview.
- Questions relate to six Performance Domains, Ethics and Cultural Competence.
  - Two questions per each domain related to core functions
  - One question related to ethics
  - One question related to cultural competence
- Interviewers score candidate independently, discuss scores and come to consensus on final score.

## ICPS Exam

- The computer-based exam is scheduled after the ICPS application is complete and fee is paid.
- PCCG pre-registers the candidate with IC&RC and their testing provider.
- The testing provider will email candidates to confirm preregistration. Candidates have one year to register per the instructions in the email sent by the testing provider. At this point, all arrangements are entirely between the candidates and the testing provider.
- Candidates, following instructions in the email from the testing provider, will select a testing site, date and time to take the exam.
- Any changes must be made by the candidate with testing provider prior to the scheduled date.
- Special accommodations for ADA disabilities can be made.
- Candidates **MUST** have the admission letter sent to them by testing provider and a signed photo ID with them on testing day or they will not be allowed to take the test and will not get a refund.
- After taking exam, candidates will get preliminary pass/fail as they leave. PCCG will be notified of the candidate's status and will send the official pass/fail letter to candidates, usually by email.
- A candidate's guide and exam preparation guide are available free on the IC&RC website.
- Candidates may purchase a practice exam from the IC&RC website. The cost is \$49. It must be taken within 30 days of purchase.

## Resources

**PCCG website:** [www.pccga.org](http://www.pccga.org)

**PCCG Administrator:** [pccginfo@gmail.com](mailto:pccginfo@gmail.com)

**PCCG Mailing Address:**

PCCG  
P.O. Box 1922  
Lawrenceville, GA 30046

**IC&RC website:** [www.internationalcredentialing.org](http://www.internationalcredentialing.org)

**NOTE:** As of July 31, 2018, all print materials including application and application manual are being revised. The materials on the PCCG website are out-of-date. If you need an application and/or an application manual, please contact the PCCG Administrator, and she will email you the draft copies for you to use until the revised materials are posted on the website.



