



Application Packet for

**CPP**

Certified Prevention Professional

## Directions/Checklist

Read the application packet thoroughly. Complete and submit the following items to the Minnesota Certification Board. Items may be mailed or hand delivered during office hours.

- Form 1: Application for Certified Prevention Professional (CPP) Credential
- Form 2: Verification of SAPST course. Certificate of completion MUST be attached.
- Form 3: Signed Certified Prevention Professional Code of Ethical Conduct
- Form 4: Signed Consent and Release Form
- Form 5: Completed Statistical Information Form
- Payment of \$125 (If paying by check, it must be included and made payable to MCB).

When the application is approved, you will receive an approval letter and proof of certification in the mail. Application packets are typically processed within one month of receipt. If there are any problems with the application, you will be notified by email or phone.

Make sure to retain a photocopy of the entire application for your records. All materials submitted become property of the MCB. Send your completed application, copies of verifications, documents attachments, and the fee to:

MCB  
4817 Viking Blvd. Suite 101  
Wyoming, MN 55092  
Phone: 763 434 9787 Fax: 763 413 1746  
Website: [www.mcboard.org](http://www.mcboard.org)  
Email: [mcb@mcboard.org](mailto:mcb@mcboard.org)

## **ABOUT THE MINNESOTA CERTIFICATION BOARD:**

The Minnesota Certification Board (MCB) is the Minnesota member board of the International Certification and Reciprocity Consortium (IC&RC). IC&RC is the global leader in the credentialing of prevention, addiction treatment, and recovery professionals. Organized in 1981, it provides standards and examinations to certification and licensing boards in 25 countries, 47 states and territories, five Native American regions, and all branches of the U.S. military.

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

# REQUIREMENTS AND POLICIES FOR THE CPP CREDENTIAL

## EDUCATION & TRAINING

- High school diploma or jurisdictionally certified high school equivalency
- Completion of an approved Substance Abuse Prevention Skills Training (SAPST) course within two years prior to application for certification

## EXAMINATION

- An examination is NOT required for this credential.

## RESIDENCY

- Applicant must either live or work in MN at time of application at least 51% of the time

## CODE OF ETHICS

- Applicants must submit a signed and dated MCB Prevention Professional Code of Ethical Conduct
- A CPP must be familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of prevention services.
- A CPP shall not cross professional boundaries or practice outside of their scope of practice.

## SUPERVISION

- Supervision is NOT required for this credential.

## OTHER

- Signed and dated Consent and Release Form.

## FEES

- First Time Certification: \$125 (includes \$30 processing fee and one year of certification)
- Annual Renewal of Certification: \$95 (includes one year of certification)
- Biennial Renewal of Certification: \$180 (includes two years of certification)

## RECIPROCITY

This is a state level credential and **does not** meet the IC&RC requirements for reciprocity.

## LENGTH OF INITIAL CERTIFICATION

Initial MCB certification is good for **one year**, starting from the date your certification is approved. An expiration date will be provided on your certificate.

## FIRST ANNUAL RENEWAL

After your initial certification, you must renew your certification after one year. Your certification will be renewed by paying your annual renewal fee of \$95, which will renew your certification for one additional year. A renewal notice will be mailed to your address on file in advance of your renewal date. After your initial certification and first annual renewal, you will move to a two-year recertification cycle. You will have the option of paying for your re-certification on an annual (\$95) or biennial (\$180) basis.

## RECERTIFICATION

MCB requires recertification **every two years** in order to maintain the high standards of professional practice and to assure that certified professionals remain up to date in the field. A recertification application packet will be mailed to your address on file in advance of your recertification date. Recertification will correspond with your annual renewal date every second year.

To be recertified as a Certified Prevention Professional (CPP), you need to:

1. Hold a current and valid Certified Prevention Professional (CPP) credential issued by MCB;
2. Complete 40 hours of MCB approved continuing education related to the Prevention Domains including six hours in professional ethics and responsibilities. Credits must be earned within the two year certification period;
3. Complete a Recertification Application;
4. Verify that you have reviewed, read and will uphold in your practice, the current MCB Certified Prevention Professional Code of Ethical Conduct;
5. Verify that you have not violated the MCB Certified Prevention Professional Code of Ethical Conduct;
6. Verify that you have practiced within the scope of all relevant statutes, rules, and standards relevant to the provision of prevention services.
7. Pay the annual renewal fee of \$95 or biennial renewal fee of \$180.

## ACCEPTABLE CONTINUING EDUCATION

The Minnesota Certification Board accepts the following types of continuing education:

- College/University courses. Three college credits are equivalent to 45 hours. Transcript of the course must be included as proof of attendance at the time of recertification.
- Trainings, workshops, seminars, and conferences offered by professional associations, treatment providers, governmental agencies, etc.
- CPR/First Aid, computer trainings/classes and foreign language trainings/classes are acceptable up to six hours.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:
  - Teaching - Hours spent in teaching and/or training at educational events related to the IC&RC Prevention Performance Domains can be applied to continuing education hours. Twelve (12) hours is the maximum hours of teaching/training that can be used every two (2) years. The number of contact hours applicable is equal to the number of contact hours for the event.

- Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC Prevention Performance Domains can be counted as the equivalent of twelve (12) contact hours.
- Presenting Papers - The hours spent presenting a paper at a State or National conference of licensed professionals can be used as the equivalent of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for a paper presentation is twelve (12).
- Distance learning/online courses.

If continuing education is completed outside of Minnesota, appropriate documentation (certificate, letter of attendance, transcript) must be provided. If the event was approved by an IC&RC member board of that state, no further MCB approval is necessary. Proof of the IC&RC member board approval must be submitted. If the continuing education event was not approved by another IC&RC member board, the certified professional must seek approval of the continuing education from the MCB.

The MCB does not accept general staff meetings, supervision, staff rounds, or case management as education.

### **LAPSED CERTIFICATION**

You need to submit to MCB your completed recertification application and annual renewal fee before the expiration date on your certificate. If the recertification is not postmarked by the expiration date, the individual will no longer hold a Certified Prevention Professional (CPP) credential and so may not represent themselves as such.

If you wish to become recertified after your certificate has lapsed, you may be eligible to a reinstatement, which includes a reinstatement fee and bringing all renewal fees, continuing education, and other requirements up to date. Please contact MCB for specific reinstatement policies.

### **APPEAL PROCESS**

Test results may not be appealed. However, you may file an appeal to the Board of MCB if you believe some aspect of the application process was unfair or if mistakes were made by the MCB staff. For example you could ask the Board to review the staff's decision about your educational qualifications, your residency or your internship experience. The purpose of appeal is to determine if MCB staff accurately, adequately and fairly reviewed applicant's file. If you wish to appeal, you must write to MCB within 30 days when you were notified of the staff's action. The appeal letter must be postmarked no later than thirty days after the staff action. The written appeal will be sent to the MCB Board; Board members will review the action that is being appealed. Applicant will be notified in writing of the decision of the MCB Board.

## **PREVENTION DOMAINS**

1. Planning and Evaluation
2. Prevention Education and Service Delivery
3. Communication
4. Community Organization
5. Public Policy and Environmental Change
6. Professional Growth and Responsibility

**Minnesota Certification Board**  
**APPLICATION FOR CREDENTIAL: CERTIFIED PREVENTION PROFESSIONAL (CPP)**

*Form can be completed and saved. You may then print the appropriate pages to submit to MCB.*

What other MCB certifications do you currently hold? \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Male  Female

Name: \_\_\_\_\_ SSN: XXX – XX – \_\_\_\_\_

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

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

County: \_\_\_\_\_ Email: \_\_\_\_\_

*(Required)*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If MCB needs to contact you, please indicate your preference:  Home Phone  Cell Phone

**Education**

Do you possess a high school diploma or jurisdictionally certified high school equivalency.  Yes  No  
*Please attach a copy of your diploma or proof of equivalency to this application.*

**Additional Information**

Why are you seeking certification?  
 \_\_\_\_\_

Have you ever received any disciplinary action from another certification or licensing authority?  Yes  No  
*If yes, please explain in full on a separate sheet and attach to this form.*

**Payment Information**

Fee of **\$125** paid by:

- Check/Money Order (Payable to MCB)  
 Credit Card# \_\_\_\_\_ Expiration: \_\_\_\_\_  
 Third Party Payer Information \_\_\_\_\_

**Please print your name as it should appear on your certificate:**  
 \_\_\_\_\_

MINNESOTA APPLICATION # (OFFICE USE ONLY): \_\_\_\_\_



## VERIFICATION OF SAPST COURSE

- Completion of an approved SAPST course is required.
- Please attach a copy of your certificate of completion to this cover sheet.

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

Sponsoring Organization:			
Presenter Name(s):			
Location:			
Date(s) of Training:		Length of Training (Hours):	
Brief Summary of Training:			

## Minnesota Certification Board Code of Ethics - Prevention Specialists

Items in black within this code of ethics represent the Prevention Think Tank Code of Ethics revised in 2003, which IC&RC has endorsed as minimum language for the Prevention Code of Ethics. Areas in red include additional recommended language for states and jurisdictions to include in the Code of Ethics adopted by their respective Board. The language throughout this code has been changed to “Prevention Specialist” from “Prevention Professional” for consistency. The use of “drugs” throughout this code refers to alcohol, tobacco, illicit drugs, and misuse use of prescriptions.

### Preamble

The principles of ethics are models of exemplary professional behavior. These principles of the Prevention Think Tank Code express prevention professionals’ recognition of responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. They guide prevention professionals in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The principles call for honorable behavior, even at the sacrifice of personal advantage. These principles should not be regarded as limitations or restrictions, but as goals toward which prevention professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the prevention field.

### Principles

#### ***Principle 1: Non-discrimination.***

A prevention specialist shall not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, gender identity, economic condition or physical, medical or mental disability. A prevention specialist should broaden his or her understanding and acceptance of cultural and individual differences, and in so doing render services and provide information sensitive to those differences. Prevention specialists shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with participants with disabilities, and make available physical, sensory, and cognitive accommodations that allow individuals with disabilities to receive services. Prevention specialists should comply with all local, state and Federal laws regarding the accommodation of individuals with disabilities.

#### ***Principle 2: Competency***

Prevention specialists shall master their prevention specialty’s body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service delivery, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the cultures within which prevention application occurs. The maintenance of competence requires continual learning and professional improvement throughout one’s career. Incompetence includes but is not limited to a substantial lack of knowledge or ability to discharge professional obligations within the scope of the prevention profession, or a substantial deviation from the standards of skill ordinarily possessed and applied by professional peers acting in the same or similar circumstances.

- A. Professionals 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 to plan and supervise adequately and evaluate to the extent possible any professional activity for which he or she is responsible.
- C. A prevention specialist should recognize limitations and boundaries of competencies and not use techniques or offer services outside of his or her competencies. Each professional is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed. When

asked to perform such services, a prevention specialist shall, to the best of their ability, refer to an appropriately qualified professional. When no such professional exists, a prevention specialist shall clearly notify the requesting person/organization of the gap in services available.

- D. Ideally prevention specialists should be supervised by competent senior prevention specialists. When this is not possible, prevention specialists should seek peer supervision or mentoring from other competent prevention specialists.
- E. When a prevention specialist has knowledge of unethical conduct or practice on the part of an agency or prevention specialist, he or she has an ethical responsibility to report the conduct or practices to funding, regulatory or other appropriate bodies.
- F. A prevention specialist should recognize the effect of impairment on professional performance and should be willing to seek appropriate professional assistance for any form of substance misuse, psychological impairment, emotional distress, or any other physical related adversity that interferes with their professional functioning.
- G. Prevention specialists do not permit students, employees, or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience and competence.
- H. Prevention specialists who supervise others accept the obligation to facilitate further professional development of these individuals by providing accurate and current information, timely evaluations, and constructive consultation.

### ***Principle 3: Integrity.***

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

- A. All information should be presented fairly and accurately. Each professional should document and assign credit to all contributing sources used in published material or public statements.
- B. Prevention specialists should not misrepresent either directly or by implication professional qualifications or affiliations.
- C. Where there is evidence of impairment in a colleague or a service recipient, a prevention specialist should be supportive of assistance or treatment.
- D. Prevention specialists should not be associated directly or indirectly with any service, products, individuals, and organizations in a way that is misleading.
- E. Prevention specialists should demonstrate integrity through dutiful cooperation in the ethics process of their certifying authority.
  - 1. Prevention specialists must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
  - 2. Grounds for discipline include failing to cooperate with an investigation by interfering with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representatives; by use of threats or harassment against any participant to prevent them from providing evidence in a disciplinary proceeding or any person to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed; failing to cooperate with a board investigation in any material respect.
  - 3. Applicants for prevention certification are required to report any previous ethical violations from other disciplines or jurisdictions during the application process. The Ethics Committee is responsible for making a recommendation concerning the application. The applicant is responsible for providing any additional information needed to make a determination on the application.
  - 4. If a prevention specialist is cited for an ethical violation from another discipline or jurisdiction, they must immediately report the violation to their certifying authority.
  - 5. As employees or members of organizations, prevention specialists shall refuse to participate in an employer's practices which are inconsistent with the ethical standards enumerated in this Code.

- F. Prevention specialists shall not engage in conduct which does not meet the generally accepted standards of practice for the prevention profession including, but not limited to, incompetence, negligence or malpractice.
  - 1. Falsifying, amending or making incorrect essential entries or failing to make essential entries of services provided.
  - 2. Acting in such a manner as to present a danger to public health or safety, or to any participant including, but not limited to, impaired behavior, incompetence, negligence or malpractice, such as:
    - a. Failing to comply with a term, condition or limitation on a certification or license.
    - b. Suspension, revocation, probation or other restrictions on any professional certification or licensure imposed by any state or jurisdiction, unless such action has been satisfied and/or reversed.
    - c. Administering to oneself any controlled substance not prescribed by a doctor, or aiding and abetting another person in the use of any controlled substance not prescribed to that person.
    - d. Using any drug or alcoholic beverage to the extent or in such manner as to be dangerous or injurious to self or others, or to the extent that such use impairs the ability of such person to safely provide professional services.
    - e. Using drugs while providing professional services.
  
- G. Prevention specialists make financial arrangements for services with service recipients and third-party payers that are reasonably understandable and conform to accepted professional practices. Prevention specialists:
  - 1. Do not offer, give or receive commissions, rebates or other forms of remuneration for the referral of program participants.
  - 2. Do not charge excessive fees for services.
  - 3. Disclose any fees to participants at the beginning of services.
  - 4. Do not enter into personal financial arrangements with direct program recipients.
  - 5. Represent facts truthfully to participants and funders
  - 6. Do not personally accept a private fee or any other gift or gratuity for professional work.
  
- H. Prevention specialists uphold the law and have high morals in both professional and personal conduct. Grounds for discipline include, but are not limited to, conviction of any felony or misdemeanor during the period in which a prevention specialist holds a prevention certification, excluding minor traffic offenses, whether or not the case is pending an appeal.

***Principle 4: Nature of Services.***

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

- A. Services should be provided in a way which preserves the protective factors inherent in each culture and individual.
  
- B. Prevention specialists should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.
  
- C. Where there is suspicion of abuse of children or vulnerable adults, the prevention specialist shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.

- D. Prevention specialists should adhere to the same principles of professionalism outlined in the Prevention Code of Ethics online as they would offline. With this in mind, the following are additional guidelines regarding the use of technology:
1. Prevention specialists are discouraged from interacting with current or past direct program participants on personal social networking sites. It is recommended that prevention specialists establish a professional social networking site for this purpose.
    - a. Prevention specialists should not affiliate with their own direct program recipients on personal social media sites.
    - b. Prevention specialists use professional and ethical judgment when including photos and/or comments online or in prevention materials.
    - c. Prevention specialists should not provide their personal contact information to direct program recipients, i.e. home/personal cell phone number, personal email, social media accounts, etc. nor engage in communication with direct program participants through these mediums except in cases of agency/professional business
  2. It is the responsibility of the prevention specialist to ensure, to the best of his or her ability, that professional networks used for sharing confidential information are secure and that only verified and registered users have access to the information.
  3. Prevention specialists should be aware that any information they post on a social networking site may be disseminated (whether intended or not) to a larger audience, and that what they say may be taken out of context or remain publicly available online in perpetuity. When posting content online, they should always remember that they are representing the prevention field, their organization and their community, and so should always act professionally and take caution not to post information that is ambiguous or that could be misconstrued or taken out of context. It is recommended that employees not identify themselves as connected to their agency on their personal website.
  4. Employees should be aware that employers may reserve the right to edit, modify, delete, or review Internet communications and that writers assume all risks related to the security, privacy and confidentiality of their posts. When moderating any website, the prevention specialist should delete inaccurate information or other's posts that violate the privacy and confidentiality of participants or that are of an unprofessional nature.
  5. Prevention specialists should refer, as appropriate, to an employer's social media or social networking policy for direction on the proper use of social media and social networking in relation to their employment.
- E. Prevention Specialists must be aware of their influential position with respect to employees, supervisees, and direct program recipients, and they avoid exploiting the trust and dependency of such persons. Prevention specialists, therefore, make every effort to avoid dual relationships with prevention participants that could impair professional judgment or increase the risk of exploitation. When a dual relationship cannot be avoided, Prevention Specialists take appropriate professional precautions to ensure judgment is not impaired and no exploitation occurs. Examples of such dual relationships include, but are not limited to, business or close personal relationships with direct prevention recipients, their family members, employees or supervisees.
1. Soliciting and/or engaging in sexual conduct with direct prevention participants are prohibited.
  2. Prevention specialists should avoid any action or activity that would indicate a dual relationship and transgress the boundaries of a professional relationship (e.g. developing a friendship with a program participant, socializing with participants, accepting or requesting services from a participant, providing "informal counseling" to a participant.)
  3. Prevention specialists should not assume dual roles in a setting that could compromise the relationship with or confidentiality of participants (e.g. providing a skills group for students engaging in risky substance use behaviors, an "indicated population," and also teaching an academic subject where they are class members.)
  4. Prevention specialists avoid bringing personal issues into the professional relationship. Through an awareness of the impact of stereotyping and discrimination, the prevention specialist guards the

individual rights and personal dignity of participants.

- F. Prevention specialists make reasonable arrangements for the continuation of prevention services when transitioning to a new position or no longer able to provide that service.
- G. Prevention specialists should obtain written, informed consent from participants and/or parents/guardians for those under the age of 18 before photographing, videotaping, audio recording, or permitting third-party observations.

**Principle 5: Confidentiality.**

Confidential information acquired during service delivery shall be safe guarded from disclosure, including – but not limited to – verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases. Prevention specialists are responsible for knowing the confidentiality regulations relevant to their prevention specialty.

Prevention specialists make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. Prevention specialists ensure that data obtained including program evaluation data and any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel. Data presented publicly shall be distributed only in ways that protects the confidentiality of individual participants.

**Principle 6: Ethical Obligations for Community and Society.**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Printed name: \_\_\_\_\_

**Minnesota Certification Board  
Certified Prevention Professional (CPP)  
CONSENT & RELEASE FORM**

I request that MCB grant the Certified Prevention Professional credential to me based on the following:

- I subscribe to and commit myself to professional conduct that meets the MCB Certified Prevention Professional Code of Ethical Conduct.
- I will become familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of prevention services.
- I have read and understand the Prevention Domains. I possess the competence necessary to perform duties associated with each of these domains.
- I certify that the information given in this application is true and complete to the best of my knowledge. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification.
- I consent to the release of information contained in my application and any other pertinent data submitted to or collected by MCB to officers, members, and staff of Board.

Signature: \_\_\_\_\_

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

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





## **Statistical Information**

### **Highest Educational Level Completed:**

- No High School Diploma or GED
- High School Diploma or GED
- Vocational Certification
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

### **Race: (optional)**

- Caucasian
- Black/African American
- Native American
- Asian
- Hispanic
- Native Hawaiian
- Pacific Islander (non-native Hawaiian)

### **Gender: (optional)**

- Female
- Male