

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 emailed to you 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. You will receive an email in advance of your

recertification date, directing you to complete the recertification application online. 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