

**The Texas Certification Board
of Addiction Professionals**

presents

The Texas System for Certification of

**Advanced
CERTIFIED PREVENTION
SPECIALISTS**

APPLICATION PACKAGE

June 2014

**TEXAS CERTIFICATION BOARD OF
ADDICTION PROFESSIONALS**

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**Certification Criteria
and other information for**

“Advanced Certified Prevention Specialist”

AS AUTHORIZED BY THE
TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS

Revised Edition

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REVISION AND CHANGE: All or any part of this handbook is subject to change as deemed necessary by TCBAP.

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TEXAS SYSTEM FOR CERTIFICATION OF ADVANCED CERTIFIED PREVENTION SPECIALISTS

Statement of Purpose

The Advanced Certified Prevention Specialist (ACPS) is an International Certification and Reciprocity Consortium (IC&RC) at the CPS level only. The ACPS is a TCBAP credential to recognize prevention specialists who have completed additional degree work. The ACPS credential upgrades and standardizes qualifications of those working in the area of prevention throughout Texas. The ACPS shall be viewed as a fully qualified specialist in the area of prevention and able to provide these services independently or with minimal supervision, to the degree allowed by applicable laws, statutes and regulations. The ACPS is designed to be appropriate for those professionals currently practicing in the prevention field. An ACPS is a health care professional who has been certified by the Texas Certification Board of Addiction Professionals (TCBAP) as having been adequately trained to provide prevention education training. Prevention services shall be within the limitations of all applicable state and local statutes. An ACPS is also an individual who adheres to the ethical principals set forth by the Texas Association of Addiction Professionals (TAAP).

Statutory Limitations

Certification as an ACPS is not to be construed as authorization to charge or collect fees for services rendered if to do so conflicts with any statutory limitations. Where statute requires that an ACPS be supervised by a licensed provider/clinical supervisor, the ACPS shall so be supervised.

Principles

Certain important principles have emerged in regard to this credential.

Principle 1: This prevention certification is based on a combination of competency and knowledge about prevention education to include academic achievement.

Principle 2: Authority for this certification comes from professionals nationwide working in the field of prevention who share a common concern for educational standards with a focus on International Certification and Reciprocity Consortium (IC&RC) job task analysis processes, education and competency within the practice of prevention.

Principle 3: Persons having prevention skills and utilizing them in positions other than those of prevention may be certified with this credential by TCBAP. The basic requirement for certification is the performance of prevention skills and academic achievement.

Principle 4: Application for this credential is entirely voluntary.

Principle 5: Prevention certification is offered to both members and non-members of TAAP's membership and TCBAP's certification processes.

Principle 6: Applicants for the ACPS credential must make their application with the credentialing board in the state in which they reside.

Authority

The authority of the Texas Certification Board is derived from those persons who are dedicated to service as counselors and other health professionals who are most affected by certification and standardization of related counseling issues such as prevention. The authority is embodied in the statewide association of alcohol and drug abuse counselors, the Texas Association of Addiction Professionals, Inc. Recognition of certification is voluntary. The credibility of this certification results from the standards that are maintained and the performance levels established by the Texas Certification Board. Elected by the membership of the Texas Association of Addiction Professionals (TAAP), the Texas Certification Board is governed by its own procedures. Members serve without remuneration.

Requirements for ACPS Certification

The minimum requirements for certification of an ACPS shall include academic achievements, work experience, formal training, plus satisfactory completion of a written examination.

- A. **Formal Training:** Applicants must provide documentation of two hundred (200) prevention education hours. Twenty-four (24) hours must be titled as specific Alcohol and Other Drug (AOD) training. Six (6) of these hours must be Ethics education specific to Prevention.
- B. **Education and Experience:** Applicants must provide documentation of either:
Associates Degree plus 10,000 hours (approximately five years) of Alcohol and Other Drug (AOD) prevention work experience. Forms are included in the application package on which the work experience and education verification should be documented. *Please send official transcripts to verify degree.*

OR

Bachelor's, Master's or Doctoral Degree plus 4,000 hours (approximately two years) of Alcohol and Other Drug (AOD) prevention work experience. Forms are included in the application package on which the work experience and education verification should be documented. *Please send official transcripts to verify degree.*

- C. **Ethics:** All applicants for certification as an ACPS must sign and agree to comply with the ethical standards as set forth in the Texas System of Certification for the ACPS credential. All professional ethical complaints must be resolved prior to certification.
- D. **Written Test:** All applicants for certification as an ACPS must complete and satisfactorily score a passing grade on the IC&RC International Written Prevention Specialist Examination.
- E. **Practicum:** All applicants must show documentation of a one hundred twenty (120) hour supervised Practicum with a minimum of ten (10) hours in each of the six (6) Prevention domains: Planning and Evaluation, Prevention Education and Service Delivery, Communication, Community Organization, Public Policy and Environmental Change, and Professional Growth and Responsibility.
- F. **Residency:** All persons who apply for the ACPS certification through the Texas Certification Board should be a resident of Texas. At least fifty percent (51%) of the applicant's work should be done in the State of Texas. Exceptions to the residency requirement will be considered on an individual basis by petition to the Texas Certification Board.

Fees for Certification

The following fee structure shall apply for all individuals who apply for certification as a ACPS.

Application Fee	\$125.00
Application Packet Fee	\$15.00
IC&RC Certificate Fee	\$10.00 (optional)

Written Test Fee (IC&RC Prevention Exam) **\$250.00

** (To be sent in with test registration form not with this application)

Requirements for Recertification

The ACPS certification shall be issued for a period of two (2) years. The requirements for recertification shall be as follows:

- A. Submission of an application including a signed copy of the ethical standards for the ACPS.
- B. Absent of any ethical or malpractice violations in this or any other certifications or licensures.
- C. Completion of forty (40) hours of continuing education. Documentation and/or certificates must be titled in areas of Alcohol and Other Drug (AOD) prevention education or the six (6) domain areas as described in section E of the requirements for certification.
- D. Recertification fee will be \$100.00 every two (2) years.

PROCEDURE FOR CODE OF ETHICS COMPLAINTS

TCBAP has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCBAP ACPS or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be irresolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the ACPS professional or through the ACPS professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint. Ethic complaints must be submitted in writing and mailed to TCBAP Headquarters at 401 Ranch Road 620 South., Suite 310, Austin, Texas 78734

**ADVANCED CERTIFIED PREVENTION SPECIALIST (ACPS)
CERTIFICATION APPLICATION**

Name _____

Address _____

City/State/Zip _____

Work Phone _____ **Home Phone** _____

Fax Number _____ **Social Security No.** _____

Email _____ **Gender** _____ **D.O.B.** _____

Ethnic Origin

<input type="checkbox"/>	African American	<input type="checkbox"/>	American Indian
<input type="checkbox"/>	Asian American	<input type="checkbox"/>	Caucasian
<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Other _____

Health Care Licenses/State Certifications (Please list type and expiration date) _____

Have you ever undergone a disciplinary action for violation of any Code of Ethics?
YES _____ NO _____ (If YES, please attach letter of explanation)

Education

Associate's Degree (Type & Date Awarded) _____

Undergraduate Degree (Type & Date Awarded) _____

Graduate Degree (Type & Date Awarded) _____

Doctoral Degree (Type & Date Awarded) _____

Enclosures

_____ Certification Application

_____ Professional Work Experience Forms documenting at least 2,000 hours

_____ Completed Formal Education Form (including submission of official transcripts, if you

ADVANCED CERTIFIED PREVENTION SPECIALIST (ACPS)

CODE OF ETHICS

Prevention Think Tank Code of Ethical Conduct Preamble

TCBAP has adopted the Prevention Think Tank Code of Ethics for Certified Prevention Specialist, Certified Prevention Specialist Intern and Advanced Certified Prevention Specialist.

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

I. Non-Discrimination

Prevention professionals shall not discriminate against service recipients or colleagues based on race, ethnicity, religion, national origin, sex, age, sexual orientation, education level, economic or medical condition, or physical or mental ability. Prevention professionals should broaden their understanding and acceptance of cultural and individual differences and, in so doing, render services and provide information sensitive to those differences.

II. Competence

Prevention professionals 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.

- a. Prevention professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable standards.
- b. Due care requires prevention professionals to plan and supervise adequately, and to evaluate any professional activity for which they are responsible.
- c. Prevention professionals should recognize limitations and boundaries of their own competence and not use techniques or offer services outside those boundaries. Prevention professionals are responsible for assessing the adequacy of their own competence for the responsibility to be assumed.
- d. Prevention professionals should be supervised by competent senior prevention professionals. When this is not possible, prevention professionals should seek peer supervision or mentoring from other competent prevention professionals.
- e. When prevention professionals have knowledge of unethical conduct or practice on the part of another prevention professional, they have an ethical responsibility to report the conduct or practice to funding, regulatory or other appropriate bodies.
- f. Prevention professionals should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment.

III. Integrity

To maintain and broaden public confidence, prevention professionals 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. Prevention professionals should document and assign credit to all contributing sources used in published material or public statements.
- b. Prevention professionals 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, prevention professionals should be supportive of assistance or treatment.
- d. Prevention professionals should not be associated directly or indirectly with any service, product, individual, or organization in a way that is misleading.

IV. Nature of Services

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

- a. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
- b. Prevention professionals 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, prevention professionals shall report the evidence to the appropriate agency.

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. Prevention professionals are responsible for knowing and adhering to the State and Federal confidentiality regulations relevant to their prevention specialty.

VI. Ethical Obligations for Community and Society

According to their consciences, prevention professionals 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 professionals to educate the general public and policy makers. Prevention professionals should adopt a personal and professional stance that promotes health.

Adopted by the Texas Certification Board of Addiction Professionals

I have read and understand the Prevention Think Tank Code of Ethical Principles. I will, to the best of my ability, adhere to and honor this Code in my professional and personal dealings and agree to the authority of the Texas Certification Board of Addiction Professionals. In regards to my certification as a Prevention Specialist, I will surrender my certification, if necessary, for violation of any portion of the Code of Ethics.

I hereby certify that this Prevention Certification application and related material, to the best of my knowledge, are true and correct. I hereby release from liability TCBAP the organization, all representative Board members and agents of the Board from liability for their acts performed in good faith and without malice in connection with reviewing, evaluating, processing, and monitoring my application, my testing, my certification, and recertification.

Signature _____ **Date** _____

Printed Name _____

ADVANCED CERTIFIED PREVENTION SPECIALIST (ACPS)
PROFESSIONAL WORK DOCUMENTATION/REFERENCE FORM

Complete one form for each Prevention Employment Reference

Employer.....

Address.....

City/State/Zip.....

Telephone Number

Title or Position.....

Supervisor (Title)

Period Worked (From/To).....

Total Years/Months Worked.....

Total number of hours per week as Preventionist or Consultant

Hours of School Prevention Activities	_____
Hours of AOD Prevention Activities	_____
Hours of Technical Assistance	_____
Hours of Community Related Prevention	_____
Other	_____
TOTAL	_____

What percentage of your agency/organization's work or clinical population's work is in:

_____% School Activities: Primary____ Secondary____ High School____ Higher Ed____
_____% Community Prevention Activities
_____% Coalition Activities
_____% Other - Description _____

ADVANCED CERTIFIED PREVENTION SPECIALIST (ACPS)

Supervised Practicum Form—Documentation of Hours

Instructions for Completion: Supervisor’s should complete this form and are also required to keep time sheets/documentation verifying supervised practical experience for a minimum of five years after completion. A sample weekly time sheet can be found on Page 11 of this application. **Unless otherwise indicated please type or print all information on this form.**

APPLICANT’S NAME: _____

CERTIFYING STATEMENT:

“I hereby certify that the above named individual has successfully completed the 120 hour Practicum experience, including at least ten (10) hours of experience in each of the five (5) Prevention Domains, as outlined at the bottom of this form. Weekly time sheets/documentation verifying supervised practical experience shall be kept on file for a minimum of five years after completion and I will provide time sheets/documentation to TCBAP should they be requested.”

NAME OF PRACTICUM SUPERVISOR: _____

TITLE: _____

AGENCY NAME: _____

AGENCY PHONE NUMBER: _____

PRACTICUM SUPERVISOR SIGNATURE: _____

PRACTICUM STUDENT’S SIGNATURE: _____

DATE COMPLETED: _____

Prevention Domain	Number of Hours of Experience in Domain	Supervisor Initials
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		
TOTAL SUPERVISED HOURS		

Advanced Certified Prevention Specialist (ACPS) Sample Supervised Practical Experience Documentation Form

This is a sample Supervised Practical Experience Documentation Form for the Advanced Certified Prevention Specialist (ACPS) provided by TCBAP. Agencies may utilize another form of time sheet/documentation form but it should include at a minimum the information on this form. Applicants ARE NOT required to return this form to TCBAP with their application but practicum supervisors/agencies are required to keep this documentation on file for a at least five years from the date of completion.

For an excel version of this spreadsheet with formulas to help tabulate totals visit www.tcbap.org.

APPLICANT'S NAME: _____

Student Name _____

Week Beginning: _____ Week Ending: _____

Core Skill Function

Monday Tuesday Wednesday Thursday Friday Saturday Sunday Current Week Total Cumulative Total Last Week Cumulative Total

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										
DAILY TOTAL HOURS:										

PRACTICUM STUDENT SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

ACPS Formal Education Form

List below all formal education (high school, college, university) you have received. **BE SURE TO INCLUDE AN OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT.** Note: All post-secondary education must come from an accredited college or university.

Formal Education	Name of School & Location of School	Graduation YEAR	Degree
college or university (undergraduate)			
college or university (graduate)			
college or university (POST-graduate)			

If you have any questions about any portion of this application, call the office for assistance at:
(512) 708-0629

Be sure to make a copy of this application and all materials sent with it for your permanent record and as back-up in case it should get lost or damaged in the mail.

Please note: we cannot accept piece mail. Please be certain your portfolio is complete prior to submitting it to TCBAP. Incomplete portfolios will be returned.

Return completed application packet to:

**TCBAP
401 Ranch Road 620 South., Suite 310
Austin, Texas 78734**