

**THE MASSACHUSETTS BOARD OF SUBSTANCE ABUSE
COUNSELOR CERTIFICATION**

560 Lincoln Street
P.O. Box 7070
Worcester, MA 01605
(508) 842-8707

TO: CPS Certification Candidates

FROM: Jacquelyn Cummins
Executive Director

RE: Grandparenting Requirements for CPS Certification

The attached is information pertaining to the **Certified Prevention Specialist (CPS)**. Pay particular attention to the enclosed **CONTINUING EDUCATION CREDIT GUIDELINES**. After reading the enclosed material, if you have any questions, please contact the Certification Office at (508) 842-8707. MBSACC will not be responsible for information that is obtained outside of this office.

IMPORTANT: DO NOT send anything to the letterhead address by any delivery service such as UPS or FedEx, etc., to meet a deadline date or for any other reason. They cannot deliver mail to a post office box at a postal station. Just be certain that any submittal is **postmarked** by any deadline date that must be met.

CONTINUING EDUCATION CREDIT GUIDELINES

The prevention specific education/training, the alcohol/drug specific education/training and the prevention specific ethics training must have been completed within the past ten (10) years.

In addition to transcripts, the applicant may be asked to provide an official course description for all academic courses which are being submitted for consideration.

For initial Certification, MBSACC does not accept academic credit which is awarded for:

- 1) "prior learning" experience,*
- 2) courses certified by use of a challenge examination,*
- 3) on-line courses/programs or correspondence/home study courses,*
- 4) courses that were audited, or*
- 5) courses of independent study research*

Academic courses must be specific to the CPS education requirement and no partial credit is given. A passing grade of "C" or better is required (or "P" in a pass/fail situation).

MBSACC allows 15 hours per academic credit (that is, 45 hours per 3-credit course) for academic courses specific to the certification education requirements.

*Documentation for workshops, conferences, etc., must be provided or the training will not be considered. The documentation of attendance must list the name of the participant (**name must be officially recorded on the documentation by the sponsoring agency**), give the offering title, specific dates attended and the number of approved training hours. Brochures, registration forms, canceled checks, etc., do **NOT** constitute proper documentation.*

For programs that have not received official MBSACC approval, the following information must be provided:

- * training description*
- * name and credentials of instructor(s)*
- * location of training*
- * sponsor(s) of training*
- * program agenda, complete with beginning and ending times for each training segment*

Continuing education hours exclude non-program time such as registration, coffee breaks, meals, etc. The minimum acceptable unit of credit for any single training experience is one clock hour (i.e., one clock hour = 60 minutes). Be advised that MBSACC is under no obligation to accept training hours approved by other organizations.

*Continuing education credit is not admissible in situations where the applicant has provided the training and/or teaching. Also, **in-service education and on-the-job training are NOT admissible for credit.***

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Dear CPS Applicant:

The grandparenting period for the CPS will end on June 30, 2012. Orders for applications will be accepted up until the postmark date of May 31, 2012. Orders postmarked after this date will not be filled for the grandparenting period! Also, be advised that **all** requirements must be completed prior to making application for Certification.

MBSACC does not take orders for the application packets over the phone. You may order by using the order form below at a cost of \$15.00 , **OR** by requesting a **free** printable version via e-mail from MBSACC@aol.com. Applications must be submitted on the original application forms; photocopies are not admissible. If you request the application via e-mail, you must submit the original printed forms, and not photocopies. When you request via e-mail, you **must** type the code words **CPS Application** in the e-mail reference line.

The supervisor(s) who will be completing the Work Verification Form(s) must be made aware that they must mail the form(s) directly back to MBSACC post-marked by the deadline date. Any portion of the application portfolio (i.e., the application itself, Supervisory Work Verification Form(s), all documentation, review fee, etc.) postmarked after the deadline date will render that application inadmissible for the grandparenting period, and **no exceptions** will be made. Any verification form that is submitted to us with the application by the applicant will automatically render the application void for the grand-parenting period. The verification form(s) must be returned to us directly by the supervisor. **If you have any questions, please call the Certification Office at (508) 842-8707.**

If you are ready to order the application materials, please complete the bottom portion of this page, **DETACH IT**, and mail it to the letterhead address.

DETACH ON THIS LINE AND RETURN LOWER PORTION ONLY



CPS CERTIFICATION APPLICATION ORDER FORM

PLEASE PRINT CLEARLY

NAME: _____

PHONE #: (____) _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PLEASE MAKE CHECK PAYABLE TO MCVAC

POSTMARK THIS ORDER FORM ON/BEFORE MAY 31, 2012, AND MAIL TO:
MBSACC, 560 LINCOLN ST. P.O. BOX 7070, WORCESTER, MA 01605

IMPORTANT - TO ALL CPS APPLICANTS

1. *The eligibility requirements must be completed before applying for CPS Certification.*
2. *Your application must include all supporting documentation **and** the review fee or it will be considered incomplete for the grandparenting period.*
3. *The fees for the grandparenting process are as follows:*
 - \$ 15.00 - Application Packet (E-mail Version - free)*
 - \$200.00 - Application Review Fee - this fee **must** be mailed in with your application.*
 - \$ 60.00 - Certification Fee - to be paid upon notification of application acceptance and prior to the issuance of the Certification certificate.*

*All fees are **non-refundable**. Sending in the wrong fee with your submittal can cause serious delays. Checks or money orders should be made payable to **MCVCAC**. There is a \$15.00 charge for any check returned for insufficient funds.*

IMPORTANT

After the grandparenting period has ended, applicants will be required to take and pass the national written exam for the CPS as part of the process for CPS Certification. There is a \$150.00 fee to take the written exam. The exam will be offered twice a year - in June and December.

BASIC REQUIREMENTS FOR THE CERTIFIED PREVENTION SPECIALIST (CPS)

Experience:

*2,000 hours of documented, supervised prevention specific work experience. A minimum of 51% of the time must have been spent in providing alcohol, tobacco, and/or other drug abuse prevention activities and/or services **OR** a minimum of 51% of the time must have been spent providing **supervision** of prevention activities and/or services.*

Education:

100 hours of prevention specific education, 6 hours of which must be prevention ethics, and 50 hours of which must be specific to Alcohol, Tobacco, and Other Drug (ATOD).

Supervision:

120 hours with a minimum of 10 hours in each of the CPS domains (see below). Supervision is broadly defined as the administrative, clinical, and evaluative process of monitoring, assessing, and enhancing one=s performance. The supervision may have been completed under more than one supervisor and/or agency.

Code of Ethics:

Applicant must sign a prevention specific code of ethics statement or affirmation statement.

CPS DOMAINS

- 1) Planning and Evaluation*
- 2) Education & Skill Development*
- 3) Community Organization*
- 4) Public Policy & Environmental Change*
- 5) Professional Growth & Responsibility*

CPS GENERAL INFORMATION

The following general information applies to the CPS credential:

- ❖ *An official college transcript is required as documentation of education and should be sent directly to MBSACC from the college or university.*
- ❖ *Documentation of all other education (for example, Certificates of Attendance).*
- ❖ *Applicants will be required to sign a Code of Ethical Conduct.*
- ❖ *Applicants will be required to sign and date an Authorization and Release form.*
- ❖ *Problems with individual applications will be addressed in writing to the applicant.*
- ❖ *There are 150 multiple-choice questions in the exam. Three and one-half hours are permitted to complete the exam. Applicants will be notified of specific dates, times, and locations once the application is approved.*
PLEASE NOTE : *The Grandparenting period is test exempt.*
- ❖ *All fees are non-refundable.*
- ❖ *All questions regarding the application and the Certification process should be directed to the MBSACC Certification Office at (508) 842-8707.*

CERTIFICATION TIME PERIOD

All MBSACC certifications encompass a 2-calendar-year period. Two dates, the date of issue and the date of expiration, will appear on the issued certificate of Certification along with an official Certification Number.

RECERTIFICATION

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, MBSACC requires recertification every two years. To be recertified an individual must:

- 1. Hold a current and valid CPS Certificate issued by MBSACC.*
- 2. Submit 40 contact hours of continuing education specific to prevention, approved by MBSACC, as described in the Recertification Policy.*
- 3. Complete a Recertification Application, and pay the Recertification fee.*

CPS APPLICATION PROCESS

An applicant for certification must:

- ❖ *Complete and submit application postmarked on or before the “Grandparenting” deadline date of June 30, 2012.*
- ❖ *Submit all required Supervisory Forms postmarked in or before the deadline date of June 30, 2012. **Please Note:** Supervisory Verification Forms must be returned directly to MBSACC by the supervisor.*
- ❖ *Submit one copy of your current résumé.*
- ❖ *Submit official job descriptions for all work entries. The job description must be signed and dated by the applicant **and** the supervisor.*
- ❖ *Document the completion of all required approved training and/or coursework. Documentation must include transcripts for applicable coursework and Certificates of Attendance for all other formal training specific to the educational requirements.*
- ❖ *Remit the non-refundable application fee of \$200.00 with the application to:*

MBSACC
560 Lincoln Street
P.O. Box 7070
Worcester, MA 01605

MBSACC will review the completed application package to determine completeness and eligibility for the certificate. Applicants who meet all certification requirements will be notified in writing of the approval of the application, and will contain a form that must be completed and returned with the \$60.00 certification fee.

The Prevention Specialist certification covers a two-year period, after which it must be renewed. Renewal information will be forwarded with the CPS Certificate.

IC&RC AND RECIPROCITY

The Massachusetts Board is a member of the International Certification & Reciprocity Consortium (IC&RC). Membership in the IC&RC requires a commitment to adhere to multi-faceted standards designed to ensure counselor competency.

Counselors certified in Massachusetts at the CADC level or above and Prevention Specialists certified at the CPS level are eligible for Reciprocity in the more than fifty states and countries that are members of the IC&RC, provided that same type and level of credential is offered.

RECIPROCITY INTO MASSACHUSETTS:

Addiction professionals certified/licensed at the reciprocity level by an IC&RC member board who relocate to Massachusetts may transfer their credential to MBSACC using the reciprocity process. No additional requirements will have to be met by the certified/licensed professional using this process to transfer the credential to Massachusetts.

To begin the reciprocity process, certified/licensed professionals must contact their current IC&RC credentialing board and request a Reciprocity Application. The certified/licensed addiction professional should complete the application and send it to their current IC&RC credentialing board. That board will then forward the application to IC&RC who will approve the request and forward it to the Massachusetts board. MBSACC will then issue the certified/licensed addiction professional the equivalent credential offered in Massachusetts.

RECIPROCITY OUT OF MASSACHUSETTS:

*Addiction professionals certified by MBSACC who relocate to another state, country, or nation may transfer their MBSACC reciprocal credential to the new jurisdiction using the reciprocity process only if the new jurisdiction is an IC&RC member board. **Additional requirements may be imposed upon the certified addiction professional depending on the laws and regulations governing the practice of addiction-related services in the new jurisdiction.** Therefore, certified addiction professionals are encouraged to contact the IC&RC member board in the new jurisdiction to determine if any additional requirements must be met. To obtain contact information for new jurisdictions, please visit www.icrcaoda.org and click on Member Boards.*

To begin the reciprocity process, MBSACC-certified addiction professionals must contact the MBSACC Certification Office and request a Reciprocity Application. The certified addiction professional should complete the application and send it back to MBSACC. The Certification Office will then forward the application to IC&RC who will approve the request and forward it to the credentialing board in the new jurisdiction. That credentialing board will then issue the certified addiction professional the equivalent credential offered unless additional laws or regulations governing the practice of addiction-related services in the new jurisdiction must first be met.