

PENNSYLVANIA
CERTIFICATION BOARD

APS Application

Associate Prevention
Specialist

DIRECTIONS/CHECKLIST

- ☐ Official transcript required sent directly from college/university to the PCB Office or a copy of your High School Diploma/GED. It is recommended you request transcripts approximately three weeks prior to sending in your application.
- ☐ Copies of certificates of attendance for trainings.
- ☐ Current job description signed and dated by applicant and supervisor. This document is provided by your employer.
- ☐ Previous relevant employment documentation (if needed). Acceptable documentation includes a letter (on company letterhead) from previous employer(s) verifying your duties and dates employed.
- ☐ Application Acknowledgements form notarized.
- ☐ If you have ever received any disciplinary action from another certification or licensing authority, please include a letter of explanation with your application.
- ☐ If you have ever been convicted of a felony, please include a letter of explanation with your application.
- ☐ Fee of \$125. May be paid by check/money order (payable to PCB) or with VISA, MasterCard or Discover. One-half of fee is refundable if application is denied. If an employer or organization is covering the cost of your application fee, they must include the applicants name with the payment. Failure to include the applicants name will result in delay in approval of the application.

If there are any problems with the application, you will be notified by email. Applications are open for a period of one year after the date of review. If an applicant fails to fulfill all certification requirements within that year, the application will be closed and no refund will be issued.

Keep a photocopy of the entire application.

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

Mail:

PCB
298 S. Progress Avenue
Harrisburg, PA 17109

Email:

info@pacertboard.org

Fax:

717-540-4458

Please allow 5-10 business days for review and processing of your application.

To confirm receipt of your application, or check on the status you must email info@pacertboard.org.

REQUIREMENTS FOR APS

Employment

- One year (2000 hours) of employment providing prevention services or supervisor of the same. Employment must have been gained within the last seven years.
 - Applicant must be currently employed in a prevention position at the time application is submitted.
 - If current employment is in an unlicensed facility, an agency brochure must be included.
- Current job description dated and signed by supervisor and applicant.

Supervision

- 100 hours of on-the-job supervision specific to the prevention domains.
 - Supervision is a formal or informal process that is administrative, evaluative, and supportive. It can be provided by more than one person, it ensures quality of care, and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Education

- High school diploma or GED is required.
- 50 hours of education relevant to the domains of which six hours must be in prevention ethics.
 - Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and PCB approved distance education.
 - Education must be specifically related to the tasks within the prevention domains.
 - Education in CPR/First Aid and computer learning will be acceptable for a maximum of six hours each.
 - Three college credits are equivalent to 45 hours.
 - Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.
 - There is no time limit on the use of education for initial certification.

Other

- Signed, dated and notarized Application Acknowledgements.
- Applicant must either live or work in PA at time of application.

Domains

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

Fees

Certification: \$100 *(fee must accompany application and materials)*

CERTIFICATION TIME PERIOD

APS encompasses two calendar years and may be recertified. Two dates, date of issue and valid through, will appear on the certificate along with a certification number. The APS is a time-limited certification. A professional may only hold the APS for up to four years (initial certification, plus one recertification). The APS must upgrade to the CPS prior to or at the time of expiration of their APS. Employment, education and supervision accrued to earn and/or recertify the APS will be applied towards the upgrade. Professionals should contact the PCB office to determine what documentation will be needed to complete the upgrade process.

APPEAL PROCESS

The purpose of appeal is to determine if PCB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to PCB in writing within 30 days of the notification of the board's action. A person shall be considered notified three days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

RECERTIFICATION

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, PCB requires recertification every two years.

To be recertified as an APS, an individual must:

1. Hold a current and valid certificate issued by PCB;
2. Acquire 40 hours of PCB approved education relevant to the prevention domains and three hours in professional ethics and responsibilities received within the two year recertification cycle. Professionals recertifying their credential(s) may be subject to an audit. Review the recertification application for more details;
3. Verify that you have reviewed, read and will uphold by practice the PCB Code of Ethical Conduct for professional behavior;
4. Complete an application and pay the recertification fee.

PCB APPLICATION FOR APS

Please type or print only.

Date: _____ Date of Birth: _____ ☐ Male ☐ Female

Name: _____ SSN: _____
Please print your name as it should appear on your certificate

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____
(required)

College/University: _____ Name on Transcript: _____

Employer: _____ Position/Title: _____

Employer City: _____ Employer Zip: _____

Work Phone: _____ Ext: _____

Hire Date: _____ Hours per Week: _____

Immediate Supervisor: _____ Title: _____

Phone: _____ Email: _____

I hereby attest that the applicant is working in a position where his/her time is spent providing prevention activities/services or that the applicant is working in a position where his/her time is spent providing supervision of prevention activities/services.

I also attest that the applicant has received at least 100 hours of on-the-job supervision providing prevention activities/services with a minimum of 10 hours in each domain.

Supervisor's Signature

REQUIRED:

1. Have you ever received any disciplinary action from another certification or licensing authority? ☐ Yes ☐ No
If yes, provide full details on a separate sheet.
2. Have you ever been convicted of a felony violation in any state or federal law? ☐ Yes ☐ No
If yes, please explain in full on a separate sheet.
3. I understand that if I wish to change my application to a different credential offered by PCB there will be a \$50 change/review fee required. ☐ Yes ☐ No

Why are you pursuing certification? _____
(required)

Race (check all that apply): ☐ American Indian or Alaska Native ☐ Black or African American ☐ Asian
☐ Native Hawaiian or Other Pacific Islander ☐ Latino ☐ Hispanic ☐ Caucasian ☐ Other: _____

What best describes your employment plans for the next 12 months (select one)? ☐ Increase hours ☐ Decrease hours
☐ Retire ☐ No change ☐ Seek career advancement ☐ Move to a different career ☐ Unknown

Fee of \$125 can be paid using one of the following:

Payment (circle one): Check Money Order VISA MasterCard Discover

Checks & Money Orders made payable to PCB

Number: _____ - _____ - _____ - _____

3-digit code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____

(If different than Home Address) _____

Email address for receipt *(if paying by credit card only)*: _____

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

Mail:

PCB

298 S. Progress Avenue
Harrisburg, PA 17109

Email:

info@pacertboard.org

Fax:

717-540-4458

Please allow 5-10 business days for review and processing of your application.

To confirm receipt of your application, or check on the status you must email info@pacertboard.org.

PREVIOUS RELEVANT EMPLOYMENT, IF APPLICABLE

Include letter (on company letterhead) from previous employer verifying your duties and dates employed. This page does not need to be completed if you have completed the minimum number of experience hours at your current employer.

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Name of Employer: _____

City: _____ State: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

PREVENTION CODE OF ETHICAL CONDUCT

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 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/or advantage should not subordinate service and the public trust. Integrity can accommodate the 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 decide 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 alcohol or non-prescription 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.

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. 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 to 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 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.

APS APPLICATION ACKNOWLEDGEMENTS

This page must be completed and notarized and submitted with the application.

Please initial each statement below:

____ I have read, and understood the PCB Application Guide for Certification – Non-Reciprocal.

____ I have read, and understood the PCB Prevention Code of Ethics.

____ I either live or work in Pennsylvania at least 51% of the time.

____ I understand that one-half of fee is refundable if application is denied.

____ I understand that my application is open for a period of one year after the date of review. If I fail to fulfill all certifications requirements within that year, the application will be closed and no refund will be issued.

____ I understand that if I request to have my application re-reviewed for another credential PCB offers prior to granting the certification to the professional, I will incur a \$50 application change/review fee.

I hereby request that PCB grant the credential to me based on the following assurances and documentation:

____ I subscribe to and commit myself to professional conduct in keeping with the PCB Code of Ethical Conduct;

____ I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of 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 PCB to officers, members, and staff of the aforementioned Board;

____ I consent to authorize PCB to gather information from third parties regarding continuing education and employment and understand that such communication shall be treated as confidential;

____ Allegations of ethical misconduct reported to PCB before, during, or after application for certification is made will be investigated by PCB and could result in the nullification of the application or denial or revocation of certification.

Applicant Signature: _____ **Date:** _____

On this the ____ day of _____, 201__, by me _____
a notary public, the undersigned officer, personally appeared: _____,
known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and
acknowledged that she/he executed the same for the purposes therein contained. In witness whereof, I hereby set my
hand and official seal. Sworn and subscribed before me this ____ day of _____, 201__.

Notary Public **SEAL:**