

Pursing the Certified Prevention Specialist (CPS)

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Recipient Meeting

Objectives

- Understand what a certified prevention specialist is
- Understand its importance – Professional
- Learn about the benefits - Personal
- Understanding of what the application looks like and the requirements
- Hear from certified professionals
- Encourage others to start their CPS journey!

What is a Certified Prevention Specialist?



- International credential certification set by the International Certification & Reciprocity Consortium (IC&RC)
- NM state board is the New Mexico Credentialing Board for Behavioral Health Professionals, Inc. (NMCBBHP) oversees three levels:
 - Certified Prevention Intern (CPI)
 - **Certified Prevention Specialist (CPS) – OSAP Requirement**
 - Senior Certified Prevention Specialist (SCPS)
- Standard for prevention professionals

Why is CPS important?

- Demonstrates a **thorough understanding and competency** of prevention and the latest evidence-based practices
- Credentialed prevention staff ensure that
 - programs are **delivering on their mission** of ensuring public safety and well-being
- Ethics, competency, and ongoing education **helps you to effectively help your community**
 - “Standard of professional education and experience necessary to provide quality prevention, substance use treatment, and recovery services.” - International Certification & Reciprocity Consortium (IC&RC)
 - “Through NMCBBHP certification and renewals, addiction professionals ensure they are maintaining continuing education requirements and ethical standards of care for their clients.” (NMCBBHP)

“The success of
[prevention-based programs]
relies on a
**competent,
well-trained,
ethical and professional
workforce** of Prevention
Specialists.”
(IC&RC)

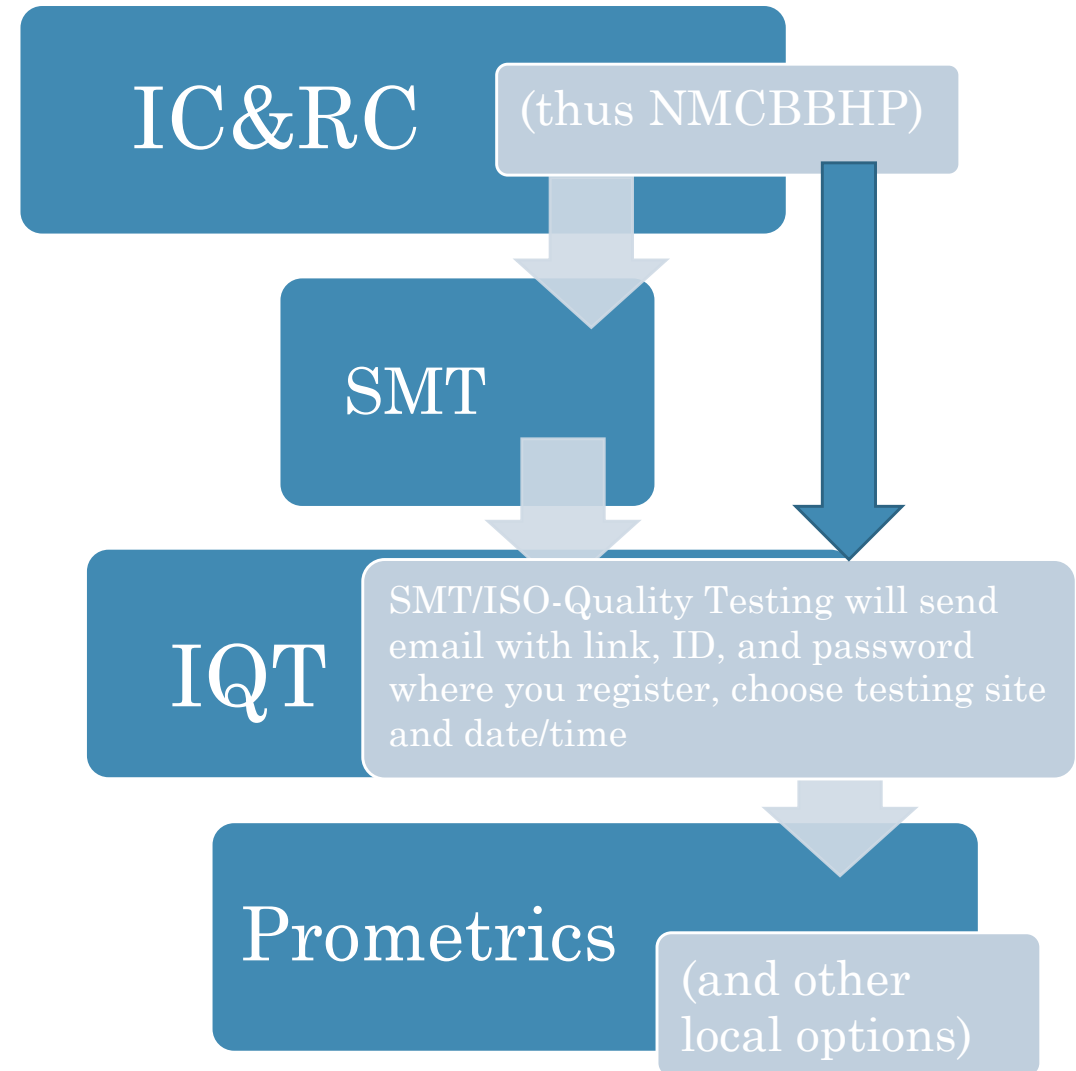
What are the benefits?

- Looks great on a resume
 - Demonstrates:
 - your dedication to prevention/ your community/ community welfare
 - Your integrity to do a quality job
 - Your commitment to continual learning and growth
- IC&RC recognized – globally
- Reciprocity: Credential is transferrable to other states/countries
 - Check the IC&RC website to find the state credentialing board and their state requirements
- Bolsters your credibility for grant applications and potential funders
- *Side note:* If you are funded under OSAP, and are the individual identified by your organization to pursue your CPS as part of your contractual deliverables,
 - you can use the funding to pay for application and exam fees



How do I obtain a CPS?

- Complete *all* application requirements
- Submit an application
 - NMCBBHP uses Certemy since Nov 4, 2020 so application is online
 - <http://www.nmcbbhp.org/cps---certified-prevention-specialist.html>
 - Application review is \$55 (for first time)
 - Once eligibility is confirmed, receive a letter to set up exam (within a year)
- Register for exam
 - Process: <http://www.nmcbbhp.org/exams.html>
 - <http://www.nmcbbhp.org/cps---certified-prevention-specialist.html>
 - Fee is \$160 to NMCBBHP
 - IC&RC uses Schroder Measurement Technologies (SMT) who uses ISO-Quality Testing, Inc (IQT) to proctor exams, who uses Prometrics among others
 - Use personal email
- Take and pass the exam
 - Receive preliminary results immediately
 - Official letter follows in 2-3 weeks
- Congratulations!



What are the application requirements?

Minimum education:
high school diploma or equivalent.

Work Experience:
12 months/2000 hours
of prevention experience
across the domains
Volunteer service hours
could be applied

Applicants
must live or
work at 51% of
the time with
the state of
New Mexico

References

Three (3) letters of
recommendation from
supervisor, peer and an
outside agency;
document the character,
professionalism and
competency of the
applicant.

Available on the
NMCBBHP website
<http://www.nmcbbhp.org/ic-recertification.html>

Application requirements (cont.)

Education

- 120 contact hours of prevention-specific training across all IC&RC domains (more on that later)
 - Twenty-fours (24) of this education must be Alcohol tobacco and Other Drug ATOD specific
 - Six (6) hours must be in Prevention Ethics.
- Must be completed within last five (5) years
- *Note:* College/university credits from an applicable ATOD prevention-related course may be applied for a maximum 45 hours.

Supervised Practical Experience

- Verification of 120 hours of supervision specific to the prevention domains (a minimum of 10) hours in each of the six IC&RC domains (more on that later)

Application requirements (cont.)

Code of Ethics

- The application must read and sign the NMCBBHP Code of Ethical Conduct included in the application packet

Testing

- Applicants will demonstrate knowledge and skills based on the domains and core function of prevention by pass the IC&RC written exam.

Recertification

- Forty (40) hours of continuing education earned every two year, including 6 hours of training in prevention ethics

CEU Training Resources

- New Mexico ATODA Prevention Workforce System (*Kamama Consulting*)
 - <https://nmpreventionworkforce.org/>
 - *Free for OSAP funded providers, up to 7 core team members (including coordinators)*
- Prevention Technology Transfer Center Network (*PTTC*)
 - <https://pttcnetwork.org/>
 - *Free webinars*
- Current NMCBBHP Approved CE Providers
 - <http://www.nmcbbhp.org/ceu-provider.html>
- Extended Campus of the University of Oklahoma
 - <https://pacs.ou.edu/graduate/master-prevention-science/>

Break - 5 minutes

Content

The Job Analysis identified several performance domains. Several tasks have been identified within each performance domain. These tasks and the needed knowledge or skills for their completion are the basis of examination questions.

Domains	Weight on Exam
1. Planning and Evaluation	30%
2. Prevention Education and Service Delivery	15%
3. Communication	13%
4. Community Organization	15%
5. Public Policy and Environmental Change	12%
6. Professional Growth and Responsibility	15%

Source: Candidate Guide for IC&RC Prevention Specialist Examination
https://www.internationalcredentialing.org/resources/Candidate%20Guides/Prevention_Candidate_Guide.pdf.pdf pgs. 11-32

Form A/B

FORM A/B

NEW MEXICO PREVENTION WORKFORCE DEVELOPMENT PROFESSIONAL DEVELOPMENT PLAN

This Professional Development Plan is a tool designed to look at specific prevention competencies areas and systematically:

1. Assess current abilities and knowledge/skill expertise;
2. Identify existing gaps; and
3. Pursue a process for competency development.

The domains and competencies listed below are aligned with those established by the International Certification and Reciprocity Consortium (IC&RC) for substance abuse certification and include additional areas identified by a committee of NM prevention professionals. This plan or instrument can be completed by supervisors for their prevention staff or by individuals as a self-development plan. It is recommended that the competencies be review after the first few months of employment or working in the prevention field and annually thereafter.

Use the scale below to rate your abilities and knowledge/skill expertise for each of the competencies as they relate to prevention activities and services. Use the following definitions to help reflect on and identify current level of expertise:

- 1 no experience or knowledge/skill expertise in this competency area
- 2 minimal amount of experience or knowledge/skill expertise in this competency area. Can work effectively in simple situations, with support and coaching from others.
- 3 moderate amount of experience or knowledge/skill expertise in this competency area. Can work effectively in slightly complex situations with minimal amount of support.
- 4 a significant amount of experience or knowledge/skill expertise in this competency area. Can function effectively and independently in a broad range of complex situations.
- 5 broad and deep experience or knowledge/skill expertise in this competency area. You are a model of mastery with regards to the knowledge of the subject matter and skill needed for competency.

Action Steps

What Prevention Training courses will build skills and knowledge in the particular competency area? Consider including other resources and development opportunities (education/training, certification, people, experiences and projects, reading materials).

Comments

What is a reasonable date for achieving a significant step in or completion of competency process?
Describe how improvement has been demonstrated within the competency area.

Training tracking tool

- OSAP Reports – Form C includes all NM ATODA Prevention Workforce Training System courses offered each fiscal year
- NMCBBHP form in CPS application pdf

FY21 NM Substance Abuse Prevention Workforce Training System Offered Courses	Date	A/B Comp	Contact Hours
Total		Total FY21 Credits =	

Other CPS Trainings taken to date	List the competency this training addresses in Form A/B	Date	Contact Hours
Total FY21 Other Source Credits			

TRAINING SUMMARY FORM: A minimum of 120 hours of specific training must be in the areas of Prevention specific training. Twenty- four (24) hours must be in ATOD (alcohol, tobacco & other drugs) specific training. Six hours of education must be in prevention ethics and responsibilities. List the number of training hours and attach all supporting documentation including copies certificates of attendance for all training and education events. Copies of this form can be made if needed.

Specialized Training in Prevention (Schools/Seminars/Workshops)		TRAINING HOURS		
COURSE/TITLE	DATE	General (90)	ATOD (24)	Ethics (6)

CPS application

[http://www.nmcbbhp.org/
cps---certified-prevention-
specialist.html](http://www.nmcbbhp.org/cps---certified-prevention-specialist.html)

APPLICATION CHECKLIST

Review checklist when completing application. Make sure you have included all of the following components with your application.

CHECK ✓ <input type="checkbox"/>	ITEMS
	Fill out Application completely. (Do not submit Resumes or Job descriptions)
	Provide related formal education and documentation when substituted for years of experience.
	Employment Verification Form – have form filled out from present and/or previous supervisors with description of duties and exact date of employment.
	Signed Prevention Code of Ethics
	Signed Statement of Understanding/Authorization and Release
	TRAINING SUMMARY FORM – provide information including course title, dates and hours of credits received (Submit copies of certificates of attendance).
	SUPERVISOR EVALUATION FORM needs to be completed by present and/or previous supervisors. Make copies of SUPERVISOR EVALUATION FORM if you had more than one supervisor.
	Supervised Practical Training Summary, which documents the 120 performance hours supervised in the six domains
	Submit three (3) reference letters of support evaluating character and competency of the applicant. One must be from a current supervisor; one must be from a peer within an agency; and one must be from an outside agency, which endorses and attests to the professionalism of the applicant.
	Include Certification Fees for Application Review and Exam. ALL FEES ARE NON-REFUNDABLE
	Application must be signed and dated.

Make a copy of entire application and accompanying documents for your records. NMCBBHP will not provide you a copy of your application.

- NMCBBHP will review application
- Send approval/rejection to applicant
- Once approved and NMCBBHP exam fee is accepted, you will be sent another email/letter to complete your computer-based examination
- Follow the instructions
- Find a testing site (keep in mind, Covid-19 precautions)
 - <http://www.isoqualitytesting.com/locations.aspx?cnid=73>
- STUDY!

**Finished
application
and submitted
– now what?**

The Test

- 150 Questions, multiple-choice
 - No penalty for guessing
- 3 hours
- ID-required
 - allow time for check-in
 - before test time starts
- Proctored
- No food, no notes,
 - just provided pen/pencil and scrap paper
- Computer-Based Testing (CBT)
 - Demonstration of format:
<https://www.iqtesting.com/ExamV2008/Default.aspx?Function=SampleExam&Exam=8&WinCBT=0>
- IC&RC Candidate Guide
 - https://www.internationalcredentialing.org/resources/Candidate%20Guides/Prevention_Candidate_Guide.pdf.pdf

Candidate Guides:

IC&RC has developed Candidate Guides to provide candidates with detailed information about the IC&RC examination process. Candidate Guides include information on the following topics:

- Professional Testing Company
- Examination Development
- Exam Eligibility Requirements and Registration
- Exam Administration
- Examination Dates
- Rescheduling, Cancelling, and Missed Exams
- Examination Rules and Security
- Special Accommodations
- Scoring of Exams
- Appeals, Examination Grievances, Test Disclosure, and Retakes
- Examination Content
- Sample Questions
- Examination Reference List

Testing Sites

- <http://www.isoqualitytesting.com/locations.aspx?cnid=73>
- <http://www.nmcbbhp.org/test-center-locations.html>
- <https://www.prometric.com/site-status>

New Mexico Credentialing Board for Behavioral Health Professionals, Inc.

Testing Center Locations (Scheduling an exam will confirm the availability and address of the testing center)



CNM Workforce Training Center, 5600 Eagle Rock Avenue, NE Albuquerque, NM 87113

Prometric Test Center, 8801 Jefferson St., Building A, Suite 1010 Albuquerque, NM 87113

Prometric Test Center, 720 St. Michael's Drive, Suite #2A Santa Fe, NM 87505



San Juan Community College, 4601 College Blvd., Info Tech Building, Room 7120 Farmington, NM 87401



Health Services Center, 52 University Blvd., Suite D Roswell, NM 88203

Prometric Test Center, 3291 Del Ray Blvd., Suite D Las Cruces, NM 88012



ISO-QUALITY
TESTING, INC.

TAKE A TEST

CLIENTS & AGENCIES

CERTIFIED PROCTORS

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RE

Home | [Locate A Testing Center](#)

Testing Centers

Select A Country:

United States

Select A State:

New Mexico

COUNT SITES	CITY	STATE
2	Albuquerque	New Mexico
2	Farmington	New Mexico
1	LAS CRUCES	New Mexico
1	Roswell	New Mexico
1	Santa Fe	New Mexico

5183	UNITED STATES	3291 Del Ray Blvd. Suite D	Las Cruces	New Mexico	All Programs	Full Occupancy
1908	UNITED STATES	720 St Michael'S Drive Suite #2A	Santa Fe	New Mexico	All Programs	Full Occupancy
1906	UNITED STATES	4601 College Blvd Info Tech Bldg Room 7120	Farmington	New Mexico	All Programs	Full Occupancy
1907	UNITED STATES	52 University Blvd Rm210	Roswell	New Mexico	All Programs	Full Occupancy
0077	UNITED STATES	4601 South Loop 289 Suite 22	Lubbock	Texas	All Programs	Limited Occupancy

Prometric Covid Procedures

- Masks must be worn, throughout the test
 - To reduce ear loop pressure/pull, consider a paperclip, sunglass cords, etc.
- 90% of sites are open (currently not Abq)
 - Full or Limited Occupancy possible for socially distancing
- Accepting government ID that expired in Feb 1, 2020
- Might contact you if your scheduled date is canceled
 - You decide your retest date when you reschedule

Additional recommendations

Visit the NMCBBHP website

Review the CPS application – get familiarized with the requirements of the application
point of contact
- NMCBBHP coordinator, info@nmcbbhp.org (Jennifer Sandoval)

Use your college education hours
- within the previous 5 years

Check if your volunteer service hours counts

Do a study group with other professionals – certified and non-certified

General test prep – sleep well, eat breakfast, find location of testing site, travel time, enough time to check in, be familiar with what testing site requires

Ask questions!

Questions?

Resources

- New Mexico Credentialing Board for Behavioral Health Professionals, Inc.
 - <http://www.nmcbbhp.org/home.html>
- International Certification & Reciprocity Consortium
 - <https://www.internationalcredentialing.org/>
 - https://www.internationalcredentialing.org/resources/Candidate%20Guides/Prevention_Candidate_Guide.pdf.pdf
 - Resources/Examination Reference list (revised March 2021) pgs. 37-38
- IC&RC Study Guide
 - <https://www.internationalcredentialing.org/PS.Study.Guides>
 - Rhode Island Specialist Certification Exam Study Guide (Winter 2015)
<https://www.internationalcredentialing.org/resources/Documents/PreventionCertificationStudyGuide.pdf>
 - IC&RC Practice Exam \$49
- NIDA Prevention Principles: <https://www.drugabuse.gov/publications/preventing-drug-use-among-children-adolescents/prevention-principles>
- CBT Demo from IQT:
<https://www.iqttesting.com/ExamV2008/Default.aspx?Function=SampleExam&Exam=8&WinCBT=0>