

## **How to Recertify as a Prevention Specialist**

An application for recertification shall include the following:

1. Completion of Form 12-PS, "Application for Recertification."
2. Submission of approved "Verification of Professional Development" forms (Form 11-PS) totaling at least 40 clock hours and meeting all recertification criteria.
3. Submission of the \$200.00 recertification fee and late penalty fee ((\$100.00 late fee will be due if the recertification application is not postmarked on or before the certificate expiration date) if applicable.

### **Professional Development Requirements**

Certified Prevention Specialists must obtain 40 clock hours of continuing education during the two-year certification period to qualify for recertification, and must meet the following criteria:

- Three (3) clock hours must be in ethics
- The remaining hours must be in relevant topics (i.e. alcohol & drug specific, special populations, counseling, mental health, social work, etc.).

**No more than 20 clock hours may be earned through distance learning.**

**There is a \$15.00 CEU approval fee per workshop which must be submitted to IBC at the time of recertification for each training which is obtained via distance learning or has not been approved by IBC.**

Up to 10 hours of credit may be obtained for in-service trainings which have been IBC-approved.

To receive college credit for clock hours a minimum grade of "C" is required. One semester hour equal fifteen (15) clock hours. One quarter hour equals ten (10) clock hours.

The required forty (40) clock hours may be obtained through a combination of pertinent courses, workshops and/or seminars. Accredited home study courses may be included.

### **Category A – Attending Formal Trainings**

A minimum of 25 clock hours must be obtained through a combination of pertinent courses, workshops and/or seminars. Accredited home-study courses may be included.

Prevention Specialists will be assessed \$15.00 per submitted workshop that has not been IBC approved (see definition). The fee is not charged for college courses submitted for IBC credit. IBC approved training is listed on our web site at [www.iowabc.org](http://www.iowabc.org).

### **Category B – Teaching Other Professionals**

A maximum of 15 clock hours may be obtained in this category. The number of hours awarded will be equal to the number of hours spent in actual teaching time. For repeated workshop presentations offered by a Prevention Specialist as the presenter, a maximum of 15 clock hours may be received per certification period.

### **Category C – Participatory Learning Experiences/Community Involvement**

Prior approval is recommended. A maximum of 15 clock hours may be obtained in this category which includes documented credit for direct participation (i.e. public speaking or volunteering in a professional capacity) with substance abuse or community boards, committees, or task forces.

Volunteering as a parent, such as a teacher's assistant or Cub Scout leader, DOES NOT qualify for credit.

The intent of this category is to encourage Prevention Specialists to participate in the community in a professional capacity to promote the profession and the welfare of the public.

### **General Guidelines**

- A. The content of all courses on continuing education must be relevant to the Core Functions and Knowledge and Skill Competencies as listed in the Application Handbook.
- B. The following is an example of continuing education that will NOT receive IBSAC credit:
  - 1. Parenting or other programs that are designed for lay people
  - 2. Living skills
  - 3. Orientation programs, meaning a specific series of activities designed to familiarize employees with the policies and procedures of an institution
- C. Professional Development clock hours exclude non-program time such as coffee breaks, social hours, time allocated for meals, etc.
- D. The 40 clock hours must be obtained within each certification period. Credit obtained prior to the date of submission of the last certification or recertification packet will not be accepted toward recertification.
- E. Professional Development clock hours are not cumulative. Therefore, additional hours earned during one certification period will not be accepted for the next period.
- F. One approved college or university semester hour credit is the equivalent of 15 clock hours, and one approved college or university quarter hour credit is the equivalent of 10 clock hours.
- G. One cannot repeat an identical Professional Development course within his or her recertification period.
- H. The minimum acceptable unit of credit for any single experience is one clock hour.
- I. It may be to the Prevention Specialist's advantage to seek information from the IBC office about whether a particular activity may qualify for credit prior to attendance or participation.
- J. It is the responsibility of each Prevention Specialist to maintain records of his/her Professional Development credit. IBC does not keep records of a Prevention Specialist's credits.

### **Late Penalties**

- 1. All applications for recertification must be postmarked on or before the date of expiration. A 45-day grace period following the certification expiration date is allowed, during which time the late fee will be due. If the application for recertification is not postmarked on or before the 45<sup>th</sup> day of the grace period, the certification shall expire.
- 2. During the probationary period of the certification, the Prevention Specialist may choose to do one of the following:

- a. Activate the certification by submitted the required documentation of Professional Development, the recertification fee and a late penalty fee of \$100.00;
- b. Apply for voluntary inactive status, if applicable; or
- c. Allow the certification to lapse. Certification will lapse on the 46<sup>th</sup> day. If certification is allowed to lapse, the Prevention Specialist may again apply for certification whenever he or she believes that the criteria can be met. At that time, the Prevention Specialist may purchase a new Application Handbook and begin the application process anew.

### **Continuing Education Definitions**

**Alcohol & Drug Specific:** The history, uses, trends and pharmacology of stimulants, depressants, psychotherapeutic drugs, alcohol, tobacco and various other substances as well as the psychological and social aspects of substance abuse.

**CEU:** Literally means a “continuing education unit” and is synonymous with “clock hour.”

**Clock Hour:** Sixty minutes of participation in an organized learning experience.

**Continuing Education:** The variety of forms of learning experiences including, but not limited to, lectures, conferences, academic studies, institutes, workshops, extension studies, and home study programs undertaken by applicants.

**Distance Learning:** Education that is obtained via internet, home study programs, videos, or other means in which the Prevention Specialist works independently from an instructor and classroom. Each certificate of completion must be accompanied by the \$15.00 CEU Processing fee in order to be approved.

**Ethics:** Moral and ethical conduct as described in the IBC Code of Ethics.

**IBC-Approved:** When a sponsor submits workshop materials to IBC demonstrating that a workshop has relevant content and requesting IBC CEUs for all participants. ***NAADAC courses are accepted by IBC but must be accompanied by the \$15.00 CEU approval fee per workshop at the time of recertification.***

**In-Service Training:** The education and training which occurs within the applicant's agency, *only for agency staff and conducted only by agency staff.*

**Racial/Ethnic:** Covers training including, but not limited to the following categories: American Indian/Alaskan Native, Asian, African American, Native Hawaiian/Pacific Islander, and Hispanic/Latino.

**Relevant Content:** Content relevant to the development and maintenance of current competency in the delivery of alcohol and drug prevention. Such course content may include but is not limited to, the Core Functions and Knowledge and Skill Competencies as defined in the Application Handbook.

**Special Populations:** Substance abuse training in working with recipients from various populations who are unique in their needs. The groups that are protected from discrimination (such as age, race, creed, gender, economic status) as well as sexual orientation and the criminal justice population will be considered Special Populations.

**Sponsor:** An organization or presenter seeking IBC hours for all participants at a specific workshop

### **Voluntary Inactive Status**

The Iowa Board of Substance Abuse Certification will grant inactive certification status under the following circumstances:

1. Behavior-Medical problems
2. Maternity, paternity or family
3. Education
4. Military service
5. Other valid reasons

Inactive certification status is intended for the Certified Prevention Specialist who is currently not working as a prevention specialist, yet plans to someday return to the prevention field.

**Instructions.** IBC certified individuals desiring inactive certification status shall send a letter of request to the IBSAC office which will include:

1. Current home address and telephone number.
2. Reason for request.
3. Final date of employment in the prevention field.
4. Anticipated date of return to employment in the prevention field.
5. Non-refundable enrollment fee.

At the next scheduled regular IBC Board meeting, the request for inactive certification status will be considered. The applicant will be notified of the Board's decision within two weeks of the Board meeting.

**Fees.** The following fees must be remitted in order to obtain inactive certification status and reactivation of certification:

1. The enrollment fee of \$25.00.
2. The fee for inactive certification status is \$60.00 annually. To maintain certification status, the fee shall be due annually on the inactive certification status expiration date.
3. The reactivation of certification fee is \$200.00.

### **Rights, Limitations and Responsibilities**

1. While on inactive certification status, an individual shall continue to receive all bulletins, newsletters and other communications from IBC.
2. Inactive individuals are expected to subscribe to any of the aspects of the IBC Code of Ethics which are applicable during the period of inactive certification status.
3. The inactive individual may not use the initials of a certified prevention specialist (i.e., CPS ).
4. Individuals on inactive status are not eligible for reciprocity.
5. The inactive individual must notify IBC immediately upon returning to work in the prevention field. Failure to notify the Board within thirty (30) days of returning to

prevention employment will constitute a violation of the IBC Code of Ethics and will result in referral to the Board's Ethics and Appeals Committee for investigation, in accordance with the procedures outlined in the Code of Ethics.

**Reactivation.** Individuals requesting reactivation of their certification status will send a letter of request to the IBC office which will include:

1. Current home address and telephone number.
2. Description of change of circumstances allowing active participation in the field.
3. Name and address of employing agency and position held, if applicable.
4. Submission of 40 clock hours of continuing education documented on Form 11-PS, "Verification of Professional Development." At least 20 of the 40 clock hours must have been earned within the past two years.
5. The non-refundable reactivation fee of \$200.00.

At the next scheduled regular IBC Board meeting, the request for reactivation of certification will be considered. The applicant will be notified of the Board's decision within two weeks of the Board meeting. The date the Board approves the reactivation will be the beginning date of the two-year certification period.