



Dear Advanced Prevention Specialist Applicant:

Thank you for your interest in prevention certification through the Iowa Board of Certification (IBC). IBC exists to enhance the quality of substance abuse services in Iowa by certifying alcohol and drug professionals in the State of Iowa, and you are to be commended for your commitment to the field by seeking certification.

You are allowed one year to complete your application, starting from the date that any portion of this application is received in the IBC office; this includes meeting all education, experience and supervision requirements, payment of fees, with every form complete. Once your application is complete, you will be notified that you are being pre-registered for the exam; you will then have one year to pass the exam. If you're not able to meet either of these timeframes, you will need to complete a new application.

To efficiently move through the application process, read this letter thoroughly and follow these steps:

- Review the CPS/APS Handbook (available on the website at www.iowabc.org) so that you are familiar with requirements, processes and IBC's Code of Ethics. By signing your application on Form 02, you are subscribing to IBC's Code of Ethics.
- Order transcripts from any college/university you've attended; transcripts need to be sent directly from the school to our office via U.S. Mail (student-issued or faxed/mailed transcripts will not be accepted)
- **COMPLETE THE ATTACHED APPLICATION ON YOUR COMPUTER, save it, then print and mail the application with original signatures, copies of your certificates of completion, your official written job description and fee (if paying by check) to the IBC office. ALWAYS SAVE A COPY OF YOUR COMPLETED APPLICATION ON YOUR COMPUTER.**
- Be sure your completed application includes:
 - Completed and signed/dated Forms 01, 02, 03, 04, 05, 06, 07, 08, 09, 10
 - Copies of certificates of completion (do not send originals)
 - An official written job description
 - Non-refundable fee of \$380.00 which includes the application review, one test fee and the first two years of certification (note that the exam is only offered via computer). This fee can be paid with a personal check, paid in cash at the IBC office or you may pay on our website's home page with Dwolla.
- Have your supervisor complete the Supervisor's Evaluation (Form 10) for you. Your supervisor has two options: you may either print the blank Form 10 from your application and give this to your supervisor to complete and mail to IBC, or your supervisor may find a fillable version of the evaluation on the IBC website under the "Certifications/Recertifications" tab. The evaluation may be completed online and mailed with your supervisor's original signature to the IBC office.
- Obtain three (3) Letters of Recommendation from community partners (one may be from a supervisor) confirming advanced work, collaboration on planning and implementation, and skill sets that you've demonstrated. These letters should be sent directly to the IBC office from the individual writing the letter.

Once we receive your application, we will review it and let you know that:

1. More items are still needed, or
2. It is complete and you're eligible to test.

A free study guide is available on our website to help you prepare for the exam. A practice exam is now available and may be paid for on IC&RC's website at www.internationalcredentialing.org: click on "Are You A Professional," then on "Exam" and then on "Prep." The cost of this practice exam is \$49.00 and is paid directly to IC&RC.

Exam scores are accessed weekly. Once we receive your passing exam score, your certificate will be mailed to you and you may then begin using the initials "APS" according to the validation dates shown on your certificate.

Your certification is valid for two years. It is **your responsibility** to keep track of your recertification date – reminders will not be sent. The recertification application can be found on our web site at www.iowabc.org and may be completed online, then emailed to us. Taking coursework throughout the two-year certification period is advised so that you are not rushed getting recertification hours at the last minute. ***The recertification application must be emailed or postmarked on or before the expiration date shown on your certificate or the \$100.00 late fee will be due.*** A 45-day probationary period is allowed from the date of expiration, at which time the certification is expired and may be obtained again by going through the entire application process anew.

Please note that IBC sends out newsletters 3 times/year via email to keep you informed of information relevant to your certification; newsletters may also be found on the IBC website. ***Be sure that you are able to receive emails from us,*** and notify the IBC office if your email changes. You also need to contact the IBC office if your name, address, phone or work information changes so that our databases are up to date.

We understand that the certification process can seem a bit daunting, so do feel free to call our office at any time with questions.

Congratulations on taking the first step toward certification!

Sincerely,

Debbie Gilbert

Debbie Gilbert
Executive Director



ADVANCED PREVENTION SPECIALIST
Form 01-APS: Applicant Information

Name (as you wish to have it on your certificate) _____

Other last names you have used: _____

Home Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Cell _____ E-mail _____

Current Place of Employment _____

Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Job Title _____

SSN _____

Email _____ (Note: IBC newsletters are sent out 3 times/year via email and all certified professionals will be held responsible for information contained in these newsletters. **Be sure to contact the IBC office if your email information changes**).

Have you ever had any credential (i.e. license, certification, endorsement, etc.) revoked, suspended or sanctioned? Yes ___ No ___ (If so, indicate what credential, when, where, for what reason and the current status of this credential)

List any professional certificates or licenses you presently hold and the states in which they are valid.

I have given the supervisor's evaluation form to:

Name _____ Telephone _____

Agency _____

Address _____

City, State, Zip Code _____

NOTE: IBC reserves the right to request further information from employers, organizations, and persons who may have pertinent information regarding this application.

The \$380.00 non-refundable fee is due with this application (includes application review, one exam fee and 2-year certification fee).

Please check one --- I am paying by: Check ___ Cash ___ Online via Dwolla ___

Applicant Name: _____

Form 02-APS: ASSURANCES AND RELEASES

Note: Sign and date this form just prior to sending your completed application to IBC. *The date shown below will be used to count applicable experience hours.*

I give permission for the Iowa Board of Certification (IBC), its committees, and staff to investigate my background as it relates to statements contained in this application for prevention certification.

I understand that false or misleading statements or omissions will result in the denial or revocation of certification as these actions are a violation of the IBC Code of Ethics.

I consent to the release of information contained in my application file and any other pertinent data submitted to or collected by IBC to its officers, committee members, and staff.

I certify that I have read this entire application and that all the material contained herein is my own work and is true and complete.

I certify that I have read and subscribed to the IBC Code of Ethics for Prevention Specialists.

I further agree to hold IBC, its officers, Board members, employees, and examiners free from any civil liability for damages or complaints by reason of any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations and/or the failure of IBC to issue certification.

I give my permission to IBC, its committees, or representatives to contact or question, as necessary, any person, institution or organization for any ethics or appeal investigation.

Signature

Date

Applicant Name _____

Form 03-APS: EDUCATION RESUME

INSTRUCTIONS:

1. List below all formal educational programs such as high school, college, university, and other training programs.
2. Supply an **official copy** of your college transcripts. Transcripts must be sent directly from the institution to the Iowa Board of Certification via U.S. Mail.
3. To help us locate your transcripts when they arrive, please list any other last names you used when attending school: _____

Institution	Major	Degree	Date Completed

Applicant Name _____

Form 05-APS: PROFESSIONAL EXPERIENCE RESUME

INSTRUCTIONS: Use this form to describe your professional experience as a prevention specialist. A minimum of 6000 hours experience is required (3 years full-time). Use one copy of this form for each relevant position. **You must attach an official job description for each position.**

Agency Name _____

Address _____

City, State, Zip Code _____

Telephone Number (_____) _____

Position Title _____

Hours worked per week _____

Exact Dates of Experience: From _____ to _____

Total Experience Time: Years _____ Months _____

Direct Supervisor's Name _____

DON'T FORGET TO SOLICIT 3 LETTERS OF RECOMMENDATION from community partners (one may be from a supervisor) confirming advanced work, collaboration on planning and implementation, and skill sets you have demonstrated. **These letters should be mailed directly from the writer to the IBC office.**

Applicant Name _____

Form 06-APS: DOCUMENTATION OF PERFORMANCE DOMAIN EXPERIENCE

INSTRUCTIONS: On this form, document the **120 experience hours** required for Prevention Specialist certification.

These hours are not in addition to, but are part of, the basic experience requirements listed in the handbook.

The time spent performing each domain, with a **minimum of ten (10) experience hours in each domain**, should be documented. This form must be signed by your supervisor or preceptor.

DOMAIN	# HOURS	AGENCY	EXAMPLES OF ACTIVITIES YOU PERFORMED IN THIS COMAIN
Planning & Evaluation			
Prevention Ed and Service Delivery			
Communication			
Community Organization			
Public Policy & Environmental Change			
Professional Growth & Responsibility			

Total Service Hours _____

As this applicant's supervisor, I attest that all of the above information is accurate.

Signature of Supervisor _____ Date _____

Applicant Name _____

Form 08-APS: VERIFICATION OF ADVANCED LEVEL SERVICES

The chart below provides a list of services that are considered to be advanced level prevention services. Please complete the chart below to identify which services you have provided. Documentation may be requested for items noted if more detail is needed. A minimum of **five areas** of advanced level prevention services are needed to obtain the Certified Advanced Prevention Specialist Credential.

Advanced Level Prevention Services	Check if you have provided this strategy	Please describe in detail the specific service(s) provided, your role in this service and the outcome of the services provided.
Community Assessment		
Capacity Building		
Program/Strategy Planning		
Evaluation		
Sustainability		
Policy Change Strategies		
Professional Training Facilitation		
Supervision of staff, prevention volunteers, interns, etc.		
Grant writing		
Providing technical assistance to groups to support implementation of the Strategic Prevention Framework		
Screening and Brief Intervention and Referral to Treatment Promotion or Services		
Integration of advanced technology tools in provision of prevention services		

Applicant Name _____

Form 09-APS: NARRATIVE

Draft narrative template: Address each of the following nine topics below. A minimum of 27 of 45 possible points is required for the narrative section before an applicant can be approved for Advanced Prevention Specialist Certification. Please limit your response to a maximum of 5 pages, double spaced, with 1" margins and 12 point font.

1. Share your individual professional Prevention Philosophy.
2. What is your understanding of a Resiliency and Recovery Oriented System of Care (RROSC) and how it applies to the prevention services we need to provide?
3. Explain your understanding of how to implement the Strategic Prevention Framework and how it can improve the effectiveness of prevention services.
4. What is your understanding of prevention's place in the Institute of Medicine's Continuum of Care?
5. Describe how you see substance abuse prevention services collaborated or coordinated with mental and physical health services.
6. Describe specific ways that you have used a quality improvement process for prevention services you provide.
7. Provide specific examples of how you have addressed cultural competency/responsiveness in prevention services among various age groups, and describe if the target population was responsive to the service.
8. Provide specific examples of your collaboration with partners within your community/service area and/or statewide.
9. Describe ways you have demonstrated leadership in the prevention field.

Scoring Parameters:

Outstanding (5): The applicant explicitly addresses the question by providing comprehensive descriptions, thorough details, and examples. Relevant examples and data are included to support the information presented. The applicant demonstrates a strong understanding of the topic and the level of detail reinforces each response clearly.

Very Good (4): The applicant provides significant descriptions and relevant details in addressing the question, but the response is not fully comprehensive. The applicant demonstrates a sound understanding of the topic and includes pertinent examples. It is possible to specify what makes the response better than acceptable but not up to the standards of outstanding.

Acceptable (3): The applicant provides a basic response to the question but does not include enough detail or pertinent examples. Key descriptions, details, and examples are limited. The applicant does not effectively identify a comprehensive understanding of the issue.

Marginal (2): The applicant provides minimal details and insufficient descriptions that do not completely answer the question. Limited information is presented or the applicant merely repeats information included in the question. The applicant may answer part of the question but misses a key point or there are major gaps in the information presented.

Unacceptable (0): The applicant does not explicitly address the question. The applicant states the question, but does not elaborate on the response. The applicant skips or otherwise ignores the question or includes irrelevant information that does not answer the question. As a result, the answer is completely deficient in addressing the question.

Applicant Name _____

Form 10-PS: SUPERVISOR'S EVALUATION

Instructions: The Iowa Board of Certification believes that certification should be based on input from a variety of sources, including the observations of persons who supervise the application. For this reason, all applicants are required to obtain a supervisor's evaluation from their direct supervisor.

This form may be completed online, printed, signed and mailed directly to the IBC office:

Iowa Board of Certification
225 NW School St.
Ankeny, IA 50023

Supervisor's Name _____

Agency _____

Address _____

Job Title _____

Phone Number _____

Email Address _____

Length of time you have known this applicant _____

Length of time you have provided direct supervision of this applicant's prevention delivery skills:

Month _____ Year _____ to Month _____ Year _____

I recommend this applicant as an Advanced Prevention Specialist and attest that the information on this form is accurate.

Signature _____ Date _____

Note to Supervisor: If you are aware of any ethical violations by this applicant, it is your responsibility to report this to the Iowa Board of Certification.



IBC STUDY GUIDE ORDER FORM

Note: IBC and IC&RC do not endorse any particular study guides or organizations writing study guides. At this time, the following study guides are available for purchase through the IBC office.

Please send me the following study guide(s):

_____ **Getting Ready to Test: A Review and Preparation Manual for Drug and Alcohol Credentialing Exams – 8th Edition (for CADC/IADC/IAADC applicants)** **\$185.00**

786 pages – This unique self-guided manual reflects updates made on the exam beginning the first part of 2015, and provides the most comprehensive set of materials designed to help refresh and enhance your knowledge on many of the major areas of information required for the exam. It includes 150 sample exam questions designed to make you feel more comfortable with the exam. This manual has been updated to reflect recent federal studies as well as CDC updates to the latest HIV/AIDS info. This guide also contains a new chapter on DSM-5 information that will be included in the exam. UPDATED IN MARCH 2015.

_____ **Study Guide for IC&RC Alcohol & Other Drug Abuse Counselor Examination (for CADC/IADC applicants)** **\$120.00**

NEWLY UPDATED IN APRIL 2015 – no full description at this time.

_____ **Prevention Specialists:** There is now a FREE study guide available on the IBC website under the “Certification/Recertification” tab, then click on “CPS” and then “Preparing For and Passing the IC&RC Prevention Specialist Exam.” **FREE**

Name _____
Address _____

Phone _____

I am paying by: Check _____ Cash _____ Dwolla _____

Note: ***Guides will be mailed when payment is received.*** Fee may be paid by check, cash or via Dwolla on the IBC website. All prices include shipping & handling. Guides will be mailed within 3 business days of receipt of this order form.

Email this order form to info@iowabc.org, fax it to 515-965-5540 or mail it to the IBC office at 225 NW School St, Ankeny, IA – 50023.



Iowa Board
of Certification

FEES FOR CERTIFIED PREVENTION SPECIALISTS
(CPS and APS)

Application review, test fee, 2 years certification (<u>non-refundable</u>)	\$380.00
Test Fee (if repeating the exam more than once)	\$140.00
APS Upgrade application review	\$ 40.00
Dual Certification	\$150.00
CEU Processing (per workshop via online learning or not IBC-approved for <u>recertification</u>)	\$ 15.00
Recertification (2 years)	\$200.00
Dual Recertification	\$150.00
Late Recertification Penalty (if not emailed/postmarked on or before expiration date)	\$100.00
Inactive Status Enrollment (to be paid first year only)	\$ 25.00
Inactive Certification Status (1 year)	\$ 60.00
Reactivation of Certification after being Inactive	\$200.00
Replacement Certificate	\$ 30.00
Returned Check Fee	\$ 35.00

IC&RC Prevention Specialist Reference List

1. Academy for Educational Development. (2005). *Facilitating Meetings: A Guide for Community Planning Groups*. Retrieved from http://www.cdc.gov/hiv/topics/cba/resources/guidelines/Facilitating%20Meetings%20version_2005.pdf.
2. Babor, T., Caetano, R., Casswell, S., Edwards, G., Giesbrecht, N., Graham, K., et al. (2010). *Alcohol: No Ordinary Commodity. Research and Public Policy* (2nd ed.). Oxford: Oxford University Press.
3. Benard, B. (2004). *Resiliency: What We Have Learned* (1st ed.). San Francisco: WestED.
4. Center for Substance Abuse Prevention. (2009). *Identifying and Selecting Evidence-Based Interventions Revised Guidance Document for the Strategic Prevention Framework State Incentive Grant Program*. HHS Pub. No. (SMA) 09-4205. Rockville, MD: Center for Substance Abuse Prevention, Substance Abuse and Mental Health Services Administration. Retrieved from http://www.ncspfsig.org/Project_Docs/2009%20Evidence-based%20guidance%20document.pdf.
5. Community Anti-Drug Coalitions of America, National Community Anti-Drug Coalition Institute. *Primer Series*. Retrieved from <http://www.cadca.org/resources/series/Primer>
Assessment Primer: Analyzing the Community, Identifying Problems and Setting Goals. (2010). Retrieved from <http://www.cadca.org/resources/detail/assessment-primer>.
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Cultural Competence Primer: Incorporating Cultural Competence into Your Comprehensive Plan. (2012). Retrieved from <http://www.cadca.org/resources/detail/cultural-competence>
Evaluation Primer: Setting the Context for a Drug-Free Communities Coalition Evaluation. (2010). Retrieved from <http://www.cadca.org/resources/detail/evaluation-primer>
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6. Community Anti-Drug Coalitions of America, National Community Anti-Drug Coalition Institute. *Beyond the Basics Series*. Retrieved from <http://www.cadca.org/resources/series/Beyond+the+Basics>
People Power: Mobilizing Communities for Policy Change. (2012). Retrieved from <http://www.cadca.org/resources/detail/people-power-mobilizing-communities-policy-change>
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The Coalition Impact: Environmental Prevention Strategies. (2009). Retrieved from <http://www.cadca.org/resources/detail/coalition-impact-environmental-prevention-strategies>
7. Community Anti-Drug Coalitions of America, National Community Anti-Drug Coalition Institute. (2010). *Research Support for Comprehensive Community Interventions to Reduce Youth Alcohol, Tobacco and Drug Use and Abuse*. Retrieved from <http://www.cadca.org/resources/detail/research-support-comprehensive-community-interventions>.
8. Compton, M. (2010). *Clinical Manual of Prevention in Mental Health*. Washington, DC: American Psychiatric Publishing, Inc.

9. Corey, G., Corey, M. S., & Callanan, P. (2011). *Issues and Ethics in the Helping Professions* (8th ed.). Belmont: Brooks/Cole.
10. National Institute of Drug Abuse. (2008). *Drugs, Brains, and Behavior-The Science of Addiction*. Retrieved from <http://www.drugabuse.gov/publications/science-addiction>.
11. National Research Council and Institute of Medicine. (2009). *Preventing Mental, Emotional, and Behavioral Disorders Among Young People: Progress and Possibilities*. Washington, DC: The National Academies Press. Retrieved from http://books.nap.edu/openbook.php?record_id=12480.
12. Substance Abuse and Mental Health Services Administration. (2005). *Focus on Prevention*. Retrieved from <http://store.samhsa.gov/product/Focus-on-Prevention/SMA10-4120>.
13. White, W. L., & Popovits, R. M. (2001). *Critical Incidents: Ethical Issues in the Prevention and Treatment of Addiction* (2nd ed.). Bloomington: Lighthouse Institute.