

## ADAD, GENERAL INFORMATION & INSTRUCTIONS FOR APPLICANTS FOR CERTIFIED PREVENTION SPECIALIST

1. The credential of Certified Prevention Specialist (CPS) fulfills two purposes. First, and most important, the public has a means by which to identify individuals who have met the minimum requirements as set forth in Hawaii Administrative Rules 11-177.1. Second, individuals are recognized for the time, education, and experience they have accumulated in the profession of drug and alcohol prevention. Certification is meant to recognize a prevention specialist's accomplishments and competence in providing prevention interventions, and not as an entry-level credential.
2. Criteria for Certified Prevention Specialist (CPS):
  - High school diploma or its equivalent.
  - Live or work 51% of the time in Hawaii or be a member of the Armed Forces stationed in Hawaii or the Pacific region.
  - 120 hours of prevention specific education. Sixty hours of this education must be alcohol, tobacco, and other drug specific. Fifty-four hours must be prevention specific education, plus, six hours must be specific to **prevention ethics** (only).
  - 2000 hours of preceptor-supervised alcohol, tobacco and other drug prevention work experience.
  - Preceptor feedback on two examples of the applicant's work.
  - Included in the 2000 hours of work experience, 120 hours of preceptor supervision specific to the International Certification & Reciprocity Consortium (IC&RC) prevention domains with a minimum of 10 hours of preceptor supervision in each domain:
    - Planning and Evaluation
    - Prevention Education and Service Delivery
    - Communication
    - Community Organization
    - Public Policy and Environmental Change
    - Professional Growth and Responsibility
  - Agree to abide by the Certified Prevention Specialist Code of Ethics included in the General Application Packet and found in HAR 11-177.1, Subchapter 3.
  - Successful completion of the International Certification & Reciprocity Consortium (IC&RC) International Written Prevention Specialist Examination.
3. The following information must be received by ADAD **before** an applicant is eligible to apply for the IC&RC written computer-based examination:
  - A completed application for certification .
  - Documentation (official transcripts or copies of certificates of completion) of 120 hours of ADAD-approved prevention specific education, 60 hours of which must be alcohol or other drug education.
  - Documentation on the "Work Experience Verification Record" of 2000 hours of preceptor-supervised prevention work experience, including 120 hours of preceptor supervision in the 6 prevention domains, and feedback from a preceptor on two examples of the applicant's work.
  - A signed Code of Ethics statement agreeing to abide by the Prevention Code of Ethics.
4. All signatures must be originals. Faxed signatures will not be accepted. The originating preceptor must send the "Work Experience Verification Record" and the college or university send official transcripts. Preceptor forms or transcripts received from the applicant will not be accepted. The applicant may send copies of continuing education certificates of completion.

5. **All fees must be paid by certified check or money order only to "State Director of Finance." Personal checks will not be accepted.**
6. Deadlines will not be extended.
7. Fees:   General Application:                   \$25.00  
          IC&RC Computer-Based Exam:   \$115.00  
          CPS Renewal:                         \$25.00
8.    Recertification: Submit application for renewal along with 40 hours of continuing education earned during the current two-year period of certification, including 6 hours in prevention ethics.
9.    Refer to Chapter 11-177.1 HAR, entitled "Certification Standards for Substance Abuse Counselors, Program Administrators, Prevention Specialists, Clinical Supervisors, Criminal Justice Addictions Professionals, and Co-Occurring Disorders Professionals-Diplomate" for more specifics regarding certification criteria. These rules can be found at: <http://co.doh.hawaii.gov/sites/har/admrules/Rules/1/11-177.1.pdf>
10.   Application materials may be found at: <http://health.hawaii.gov/substance-abuse/counselor-certification/>
11.   Mail completed applications to:  
          Alcohol & Drug Abuse Division (ADAD)  
          Attn: Certification  
          601 Kamokila Boulevard, Room 360  
          Kapolei, Hawaii 96707

**\*IMPORTANT NOTE: You must complete and forward your application BEFORE you have completed your preceptor and/or education requirements. ADAD will establish a file and notify you whenever documents that substantiate your education and experience are received. It is recommended you keep a folder of all completed trainings so you know what you have completed and don't have duplicates, and send them to ADAD all at once for review.**

Once ADAD receives the application information, a review of the applicant's file will be conducted and a status email sent to the applicant. Only those applicants who have completed and documented the required education requirement and preceptor supervision will be eligible to register for the IC&RC examination. When the applicant qualifies for the CPS examination by virtue of documenting the education and preceptor supervision requirements, an examination application packet will be sent with instructions to submit the application. If the applicant does not pass the examination, the applicant will have the opportunity to apply to re-take the test and pay the examination fee.

If the applicant passes the written examination, a certificate of certification will be issued, signed by the Director of Health.

For questions regarding the certification process, please contact the Certification Office at 808-692-7518.