



Dear 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 IC&RC PS 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, you need to follow these steps:

- **Read this letter thoroughly**
- Review the CPS 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/emailed 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, 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.
- Be sure to 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.

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 practice exam is now available and may be paid for via IC&RC's website at www.internationalcredentialing.org. The cost of this practice exam is \$49.00 and is paid directly to IC&RC.

There is a free study guide available to you on the IBC website to assist in preparing for the IC&RC PS exam.

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 "CPS" 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



PREVENTION SPECIALIST
Form 01-PS: 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-PS: 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-PS: 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 04-PS: PROFESSIONAL CLOCK HOUR DOCUMENTATION

You must submit a COPY of your certificate of completion for each training listed below – do not send your original certificate. You are welcome to make additional copies of this form. Definitions of the categories can be found in the CPS Handbook.

Training Date	Title of Training	SAPST	ATOD	Prev. Ethics	Special Pops	Racial/Ethnic	Other

(FOR OFFICE USE ONLY)

Total # of clock hours approved: SAPST _____ ATOD _____ E _____ SP _____ R/E _____ O _____

Applicant Name _____

Form 05-PS: PROFESSIONAL EXPERIENCE RESUME

INSTRUCTIONS: Use this form to describe your professional experience as a prevention specialist. 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 _____

Applicant Name _____

Form 06-PS: 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 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 a 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.



FEES FOR CERTIFIED PREVENTION SPECIALISTS

Application Review, test fee, 2 years certification (<u>non-refundable</u>)	\$380.00
Test Fee (if repeating the exam more than once)	\$140.00
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>.
Capacity Primer: Building Membership, Structure and Leadership. (2010). Retrieved from <http://www.cadca.org/resources/detail/capacity-primer>
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>
Implementation Primer: Putting Your Plan into Action. (2012). Retrieved from <http://www.cadca.org/resources/detail/implementation-primer>
Planning Primer: Developing a Theory of Change, Logic Models and Strategic and Action Plans. (2010). Retrieved from <http://www.cadca.org/resources/detail/planning-primer>
Sustainability Primer: Fostering Long-Term Change to Create Drug-Free Communities. (2012). Retrieved from <http://www.cadca.org/resources/detail/sustainability-primer>
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>
Telling the Coalition Story: Comprehensive Communication Strategies, (2009). Retrieved from <http://www.cadca.org/resources/detail/telling-coalition-story-comprehensive-communication-strategies>
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>.

White, W. L., & Popovits, R. M. (2001). *Critical Incidents: Ethical Issues in the Prevention and Treatment of Addiction* (2nd ed.). Bloomington: Lighthouse Institute.



Iowa Board
of Certification

IBC STUDY GUIDE ORDER FORM

Note: IBC does not endorse any particular study guides or organizations writing study guides. At this time, the following study guides are available.

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**
 782 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 100 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. NEWLY UPDATED

- Study Guide for IC&RC Alcohol & Other Drug Abuse Counselor Examination (for CADC/IADC/IAADC applicants)** **\$ 65.00**
 203 pages – Includes sections on understanding addiction and very specific content on the 8 Domains. This guide also includes ethical scenarios and a complete reference list. No sample exam questions are included. Note: this was developed by the Florida Certification Board and has been replaced by the guide below. Content is very similar but references 8 Domains rather than the current 4 Domains.
A limited number of this guide is available.

* * * * *

- IC&RC Alcohol & Drug Abuse Counselor Certification Exam Guide (for CADC, IADC, IAADC)** **\$141.00**
Cost includes shipping/handling fee
Purchase this study guide online through Comprehensive Education Services, a wholly owned subsidiary of The Florida Certification Board, by clicking on this link:
<http://flcertificationboard.org/icrc-adc-study-guide/>

The IC&RC has endorsed the new **IC&RC Alcohol and Drug Counselor (ADC) Certification Examination Study Guide (2015)**. This full color, 208 page Study Guide is in alignment with the current IC&RC ADC examination blueprint which encompasses four performance domains and thirty-three job tasks. The first chapter provides an overview of addiction and drugs of abuse, plus current perspectives on recovery. Chapters 2 – 5 relate directly to the performance domains (Screening, Assessment and Engagement; Treatment Planning, Collaboration and Referral; Counseling; Professional and Ethical Responsibility) with job task statements interspersed within the text to match review content with each task for ease of studying. Each chapter is fully referenced and contains a Resources section to direct the learner to other sources that augment the Study Guide content.

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

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.