

Application for Recertification Instructions

APS, CPS, CPM

1. Application Form must be signed and dated and submitted as an original. **Faxed applications are unacceptable!**
2. Application must include a listing of education/training and required supporting documentation attached in date order, as listed on Summary Sheet. Continuing Education hours must meet the guidelines as stated therein, or the application will be returned.
3. Application processing fee is \$75 for recertification; \$25 for upgrade.
4. For lapsed certification, Application processing fee is \$75 plus \$20 late fee. **If your certification is lapsed over one year, e-mail the office at info@msaap.net to request a Lapsed Application Packet.**
5. Applicant must be a current and continuous member of MAAP. If your membership is lapsed, a non-member rate of \$90 per year (minimum) will be assessed. If you are unsure of your status contact the MAAP office.
6. No application will be reviewed until all materials have been received in the office. **Applicant will be notified by mail of the decision of the Certification Board.**
7. Mail original application & copies of supporting documents to **MAAP, 4785 Old Canton Road, Jackson, MS 39211**. Do not send original certificates!
8. Keep copies of all submitted materials for your records.

Application for Recertification Checklist

- Completed Application Form
- Completed Summary of Continuing Education Form
- Copies of supporting documentation attached for all hours claimed, in date order
- Two hours of HIV/AIDS documented
- Two hours of Ethics documented
- Ethics Affirmation signed and dated
- Application Processing Fee of \$75 included; add \$20 if lapsed.
- \$90 Membership Dues included (if applicable)

Recertification Application

Name (as it appears on your certificate):

First Middle Initial Last

Last 4 digits of Social Security #: _____ **MAAP Certificate #:** _____

Home Address: _____
Street Address, including apt. no. if applicable

City, State, ZIP

E-Mail Address: _____

Telephone: () _____ Home () _____ Cell

Employer: _____
Name of Agency Phone Number

Address City, State, Zip

Current Certification Level: (Circle Appropriate Credential)

APS, CPS, CPM

Are you applying for a certification upgrade? If so, please circle desired credential:

CPS, CPM

Release

I hereby request that the MAAP Certification Board grant recertification to me based on the following assurances and documentation:

- *I subscribe to and commit myself to professional conduct in keeping with the MAAP Ethical Standards of Certified Professionals;*
- *I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;*
- *I consent to the release of information contained in my recertification application and any other pertinent data submitted or collected by MAAP to officers, members, and staff of the aforementioned Board;*
- *I consent to and authorize MAAP to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;*
- *Allegations of ethical misconduct reported to MAAP before, during, or after application for recertification is made will be investigated by MAAP and could result in the nullification of the application or denial or revocation of certification.*

Signature: _____ **Date:** _____

Summary of Continuing Education

Certification is renewable upon proper application to the Certification Board, which must include a listing of, and supporting documentation for, continuing education in approved courses appropriate for your credential (see attached “Educational Guidelines for Recertification”). The total number of hours obtained **MUST CONFORM TO THE GUIDELINES FOR YOUR CREDENTIAL AS SHOWN ON THE ATTACHED SHEET.**

Education/training must have been obtained during the two years since your last certification period. Supporting documentation must include such detail as Date of Course, Name of Course, Topic/Description, Presenter’s Name & Credentials, No. of Hours Completed, and Method of Training such as 1) Conference, Workshop, Seminar (Direct Contact); 2) Employer In-Service Training; or 3) Online/Webinar/Home Study). **Brochures, flyers, and sign-in sheets are inadequate forms of supporting documentation and will be immediately returned, so please do not delay your recertification by submitting inadequate documentation. ATTACH COPIES OF SUPPORTING DOCUMENTS IN THE ORDER IN WHICH THEY ARE LISTED.** If supporting documentation cannot be included, do not list the education/training source.

| Date (List in Chronological Order) | Name of Course / Topic | Presenter’s Name/Credentials | Hours | Method |
|------------------------------------|------------------------|------------------------------|-------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | TOTAL HOURS: | | |

(THIS DOCUMENT MAY BE REPRODUCED AS NECESSARY)

Signature: _____

Date: _____

Educational Guidelines for Recertification

For all credentials, the required number of continuing education/training hours must be attained and documented¹ during the two (2) years since your last certification period and must conform to the following guidelines: Minimum of 50% of hours required must consist of Direct Contact such as Conferences, Workshops and/or Seminars, Maximum of 25% of hours required is allowable for Employer In-Services; Maximum of 25% of hours required is allowable for Online and/or Correspondence Courses. For example, the breakdown for a credential with a 40-hour recertification requirement must include:

- Direct Contact (Conferences, Workshops, and/or Seminars): 20 hrs. MINIMUM
- Employer In-Services (Direct Contact): 10 hrs. MAXIMUM
- Online, Webinar and/or Correspondence Courses: 10 hrs. MAXIMUM

Specific recertification requirements for each credential are listed below (requirements subject to change at the discretion of the Certification Board):

IC (renewal): 20 hours of continuing education/training earned every three years, which must include topics relating to the IC&RC Alcohol & Drug Counselor (ADC) domains (see CADC for ADC domains), and must include 2 hours in Ethics and 2 hours in HIV/AIDS training.

CADC, CADC I, CADC II: 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Alcohol & Drug Counselor (ADC) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. ADC Domains: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Client, Family, Community Education; Documentation; Professional & Ethical Responsibility.

CAADC (Formerly CCAP): 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Advanced Alcohol & Drug Counselor (AADC) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. AADC Domains: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Client, Family & Community Education; Documentation; Professional & Ethical Responsibilities; Research, Design Analysis & Utilization; Clinical Supervision.

CCS: Six (6) hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Clinical Supervisor (CS) domains. CS Domains: Counselor Development; Professional and Ethical Standards; Program Development and Quality Assurance; Performance Evaluation; Administration; and Treatment Knowledge.

APS: Twenty (20) hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Prevention Specialist (PS) domains (see CPS for PS domains), and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. Of the 20 hours, 50% must be specific to ATOD prevention.

CPS & CPM: 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Prevention Specialist (PS) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. Of the 40 hours, 50% must be specific to ATOD prevention. PS Domains: Planning & Evaluation; Education & Skill Development; Community Organization; Public Policy & Environmental Change; Professional Growth & Responsibility.

CCJP: 40 hours of continuing education/training earned every two years, which must include topics relating to the IC&RC Certified Criminal Justice Addictions Professional (CCJP) domains, and must include 2 hours in Ethics and 2 hours in HIV/AIDS training. CCJP Domains: Dynamics of Addiction & Criminal Behavior; Legal, Ethical & Professional Responsibility; Criminal Justice System & Processes; Clinical Evaluation: Screening & Assessment; Treatment Planning; Case Management, Monitoring & Participant Supervision; Counseling; Documentation.

¹ *Supporting documentation must include: Date(s) of Course; Attendee's Name; Course Name/Topic; Presenter's Name & Credentials; No. of Hours Completed. In-service docs must include supervisor's signature.*

Prevention Code of Ethical Standards

Principle 1: Non-Discrimination

The counselor shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition

- The Associate Prevention Specialist / Certified Prevention Specialist / Certified Prevention Manager (APS/CPS/CPM) must not discriminate against service recipients, colleagues, or the general public based on race, religion, age, gender, national ancestry, sexual orientation, marital status, political beliefs, HIV/AIDS status, socioeconomic or handicapping conditions.
- The APS/CPS/CPM should broaden his/her understanding and acceptance of cultural and individual differences in order to render services and provide information sensitive to those differences.

Principle 2: Personal Responsibility

- The APS/CPS/CPM shall exercise competent professional judgment when dealing with service recipients, colleagues, or the general public and shall maintain their best interest at all times.
- The APS/CPS/CPM shall serve as a responsible role model in applying prevention concepts to public and professional relationships.

Principle 3: Professional Competence

- The APS/CPS/CPM shall provide competent, professional service to all in keeping with State of Mississippi standards. Competent professional service requires:
 - thorough knowledge of alcohol, tobacco and other drug abuse prevention
 - skill in presentation and education techniques
 - thoroughness and preparation reasonably necessary to assure the highest level of quality service
 - willingness to maintain current and relevant knowledge through on-going professional education
- The APS/CPS/CPM shall demonstrate personal competence, recognize personal boundaries and limitations, and not offer services beyond his/her skill or training level.
- The APS/CPS/CPM shall comply with and follow all laws, codes, rules, and regulations which apply to substance abuse prevention professional conduct.

Principle 4: Professional Standards

The APS/CPS/CPM shall maintain the highest professional standards and:

- Shall not claim either directly or by implication professional knowledge, qualifications or affiliations that the APS/CPS/CPM does not possess
- Shall not lend his/her name to, or participates in any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way
- Shall not misrepresent his/her certification to the public or make false statements regarding his/her qualifications to the Mississippi Association of Addiction Professionals (MAAP)
- Must ensure that any materials or products with which he/she is associates in developing or promoting, whether for commercial sale or other use, are presented in a professional and factual way
- Shall recognize the effect of substance use on professional performance and must be willing to seek appropriate treatment or to support a colleague in need of treatment services
- Must fairly and accurately report appropriate prevention information to service recipients, colleagues, and the general public, acknowledging and documenting sources, materials, and techniques used
- Must not misrepresent the work of others
- Must not misrepresent one's own prevention work for personal or professional recognition, funding, or other gain

Principle 5: Public Statements

- The APS/CPS/CPM must respect the limits of current knowledge in public statements concerning the effectiveness of prevention initiatives, prevention programs, prevention research, and alcohol, tobacco and other drug information.
- The APS/CPS/CPM who conducts training in prevention must indicate to the audience training/qualifications required to properly implement the material, program, or techniques presented/taught in the training.

Principle 6: Material Credit

- The APS/CPS/CPM who participates in the writing, editing, development or production of professional papers, videos/films, pamphlets, books, or any other prevention materials must acknowledge and document any published or unpublished materials, techniques, or sources used in creating these materials.
- The use of copyrighted materials without first receiving author approval is against the law and in violation of professional ethics.

Principle 7: Recipient Welfare

- The APS/CPS/CPM shall maintain objectivity, integrity and the highest professional standards in:
 - delivering prevention service
 - providing a supportive environment
 - protecting the welfare and upholding the best interest of both individual recipients and the public
 - maintaining an objective, non-possessive relationship with those they serve and not exploiting them sexually, financially, or emotionally
 - maintaining an ability and willingness to make appropriate referrals
- The APS/CPS/CPM shall not engage in any action that violates the civil or legal rights of the recipients.

Principle 8: Confidentiality

The APS/CPS/CPM has the responsibility to be aware of and to be in compliance with all applicable state and federal statutes, guidelines, regulations, and agency policies. These include:

- notification of recipient rights
- reporting child abuse or neglect
- reporting misconduct by individuals or agencies
- Maintaining recipient confidentiality and safeguarding from disclosure confidential information acquired during service delivery

Principle 9: Professional Integrity

- The APS/CPS/CPM should:
 - never knowingly make a false statement to the appropriate licensing/certification disciplinary authority
 - promptly alert a colleague to potentially unethical behavior so that colleague can take corrective action
 - report violations of professional conduct by other prevention professionals to the appropriate licensing/certification disciplinary authority when there is knowledge that the professional has violated professional standards
- The APS/CPS/CPM shall practice with integrity which can accommodate inadvertent error and the honest difference of opinion but not intentional deceit or subordination of principle.
- The APS/CPS/CPM shall not practice under a false name or under a name other than the name in which his/her certification is held.

Principle 10: Remuneration

- The APS/CPS/CPM must establish financial arrangements in professional practice in accordance with the professional standards that safeguard the best interests of service recipients, colleagues, and the public.
- The APS/CPS/CPM must not send or receive any commission or rebate or any other form of remuneration for referral of service recipients for professional services.
- The APS/CPS/CPM must not exploit the public's trust nor his/her relationship with service recipients to promote personal gain or the profit of any agency or commercial enterprise of any kind.

Principle 11: Societal Obligations

The APS/CPS/CPM should:

- advocate for consistent health promotion and awareness messages to the general public
- provide factual state-of-the-art alcohol, tobacco, and other drug prevention information to recipients of prevention services
- advocate public policy that would help strengthen the overall health and well-being of the community

Principle 12: Professional Obligations

In addition to adhering to the obligations stated above, the APS/CPS/CPM should strive to maintain and promote the integrity of certification within the State of Mississippi, nationally and internationally, and the advancement of the alcohol, tobacco and other drug prevention profession.

AFFIRMATION

NOTE: The Ethical Standards of Certified Prevention Professionals document and this signature page must be returned in its entirety to the MAAP Certification Board along with your application.

I, _____ (print name) have read and do affirm the foregoing Ethical Standards of Certified Professionals.

Applicant Signature

Date: _____



CREDIT / CARD Payments

| | | |
|------|----|----------|
| Visa | MC | Discover |
|------|----|----------|

Name : _____

Name as it appears on card: _____

Credit Card
No. _____

Expiration Date: _____/_____/_____ Security No. _____

Billing Address: _____

Amount Authorized to Charge Card shown above: \$ _____

By signing below you authorize MAAP to charge this credit card for the amount shown above. You also hereby guarantee payment of the amount shown above.

Signature: _____

