

**The Texas Certification Board  
of Addiction Professionals**

presents

**The Texas System for Certification of**

**CERTIFIED PREVENTION  
SPECIALISTS**

**INTERN LEVEL**

**APPLICATION PACKAGE**

Revised January 2012

**TEXAS CERTIFICATION BOARD OF  
ADDICTION PROFESSIONALS**

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**Certification Criteria  
and other information for**

**“Certified Prevention Specialist Intern”**

AS AUTHORIZED BY THE

**TEXAS CERTIFICATION BOARD OF ADDICTION PROFESSIONALS**

**Revised Edition**

January 2012

**Original Prepared by:**

**Texas Certification Board of Addiction Professionals**

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REVISION AND CHANGE: All or any part of this handbook is subject to change as deemed necessary by TCBAP.

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# TEXAS SYSTEM FOR CERTIFICATION OF CERTIFIED PREVENTION SPECIALISTS INTERNS

## **Statement of Purpose**

The Certified Prevention Specialist Intern (CPS-I) is a TCBAP entry level credential to recognize prevention specialists interns who are entering the field of prevention with the minimum requirements listed in this application. The CPS Intern shall be viewed as an entry level specialist in the area of prevention and able to provide these services with supervision, to the degree allowed by applicable laws, statutes and regulations. Prevention services shall be within the limitations of all applicable state and local statutes. A CPS Intern is also an individual who adheres to the ethical principals set forth by the Texas Association of Addiction Professionals (TAAP). Please note that the Intern status is only valid for a period of five years. Individuals are expected to pass the international IC&RC Written Prevention Exam and apply for the full CPS credential within that time frame. Requirements for the full CPS credential can be found on the TCBAP website, [www.tcbap.org](http://www.tcbap.org). Please note that there are additional fees for the full CPS (\$140) and the exam (\$200). (Requirements to obtain the full CPS reciprocal credential are passing score on the International IC&RC Prevention Exam and completion of 2,000 prevention work experience hours in addition to the CPS Intern requirements.)

## **Statutory Limitations**

Certification as a CPS Intern is not to be construed as authorization to charge or collect fees for services rendered if to do so conflicts with any statutory limitations. Where statute requires that a CPS Intern be supervised by a licensed provider/clinical supervisor, the CPS Intern shall so be supervised.

## **Principles**

Certain important principles have emerged in regard to this credential.

**Principle 1:** This prevention certification is based on a combination of competency and knowledge about prevention education to include academic achievement.

**Principle 2:** Persons having prevention skills and utilizing them in positions other than those of counseling may be certified with this credential by TCBAP. The basic requirement for certification is the performance of prevention skills and academic achievement.

**Principle 3:** Application for this credential is entirely voluntary.

**Principle 4.** Prevention certification is offered to both members and non-members of TAAP's membership and TCBAP's certification processes.

**Principle 5:** Applicants for the CPS Intern credential must make their application with the credentialing board in the state in which they reside.

Principle 6: The CPS Intern credential is NOT an IC&RC reciprocal credential.

## **Authority**

The authority of the Texas Certification Board is derived from those persons who are dedicated to service as counselors and other health professionals who are most affected by certification and standardization of related counseling issues such as prevention. The authority is embodied in the statewide association of alcohol and drug abuse counselors, the Texas Association of Addiction Professionals, Inc. Recognition of certification is voluntary. The credibility of this certification results from the standards that are maintained and the performance levels established by the Texas Certification Board. Elected by the membership of the Texas Association of Addiction Professionals (TAAP), the Texas Certification Board is governed by its own procedures. Members serve without remuneration.

### **Requirements for CPS Intern Certification**

The minimum requirements for certification of a CPS Intern shall include academic achievements and formal training.

- A. **Formal Training**: Applicants must provide documentation of one hundred (100) prevention education hours. Fifty (50) hours must be titled as specific Alcohol, Tobacco and Other Drug (ATOD) training. Six (6) of these hours must be Ethics education specific to Prevention.
- B. **Ethics**: All applicants for certification as a CPS Intern must sign and agree to comply with the ethical standards as set forth in the Texas System of Certification for the CPS Intern credential. All professional ethical complaints must be resolved prior to certification.
- C. **Practicum**: All applicants must show documentation of a one hundred twenty (120) hour supervised Practicum with a minimum of ten (10) hours in each of the five Prevention domains: Planning and Evaluation, Education and Skill Development, Community Organization, Public Policy and Environmental Change, and Professional Growth and Responsibility.
- D. **Application**: All applicants must submit a completed application along with the application fee to the Texas Certification Board.
- E. **Residency**: All persons who apply for the CPS Intern certification through the Texas Certification Board should be a resident of Texas. At least fifty percent (51%) of the applicant's work should be done in the State of Texas. Exceptions to the residency requirement will be considered on an individual basis by petition to the Texas Certification Board.

### **Fees for Certification\***

The following fee structure shall apply for all individuals who apply for certification as a CPS Intern.

Application Fee	\$50.00
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*\*Please note that there are additional fees to take the Exam and apply for the full certification, as discussed on page 2 of this application.*

### **Requirements for Full CPS Certification**

The CPS Intern certification shall be issued for a period of five (5) years, in which time individuals must pass the international IC&RC written prevention exam and meet the additional requirements for the full Texas Certified Prevention Specialist.

### **PROCEDURE FOR CODE OF ETHICS COMPLAINTS**

*TCBAP has a process established to provide an avenue through which persons can file complaints about the ethical conduct of a TCBAP CPS Intern or an applicant to the certification system. This provides a procedure and a forum by which such a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints, which, have been found to be irresolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the CPS Intern professional or through the CPS Intern professional's supervisor/employing agency. If this means fail or do not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.*

**CERTIFIED PREVENTION SPECIALIST INTERN (CPS-I)  
CERTIFICATION APPLICATION**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Fax Number** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

**Email** \_\_\_\_\_ **Gender** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

**Ethnic Origin**

<input type="checkbox"/>	African American	<input type="checkbox"/>	American Indian
<input type="checkbox"/>	Asian American	<input type="checkbox"/>	Caucasian
<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Other _____

**Health Care Licenses/State Certifications (Please list type and expiration date)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you ever undergone a disciplinary action for violation of any Code of Ethics?**  
YES \_\_\_\_\_ NO \_\_\_\_\_ (If YES, please attach letter of explanation)

**Education**

Associate's Degree (Type & Date Awarded) \_\_\_\_\_

Undergraduate Degree (Type & Date Awarded) \_\_\_\_\_

Graduate Degree (Type & Date Awarded) \_\_\_\_\_

Doctorate Degree (Type & Date Awarded) \_\_\_\_\_

**Enclosures**

- \_\_\_\_\_ Certification Application
- \_\_\_\_\_ Signed Code of Ethics
- \_\_\_\_\_ Documentation of fifty (50) Prevention specific education hours
- \_\_\_\_\_ Documentation of fifty (50) Alcohol and Drug specific education hours
- \_\_\_\_\_ Documentation of six (6) hours prevention ethics hours (may be include in 100 hours)
- \_\_\_\_\_ Documentation of one hundred twenty (120) hour Prevention Practicum

**CPS Fees**

\_\_\_\_\_ Certification Fee.....\$50.00

**Payment Information**

\_\_\_\_\_ I have enclosed a check or money order payable to TCBAP  
 \_\_\_\_\_ I authorize TCBAP to charge my credit card in the amount of \$ \_\_\_\_\_  
 \_\_\_\_\_ Visa      \_\_\_\_\_ Mastercard      \_\_\_\_\_ American Express      \_\_\_\_\_ Discover  
 Card No. \_\_\_\_\_ Exp Date \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_

*I understand that my credit card billing statement will show charges from "TAAP".*

**ASSURANCES AND RELEASES**

TCBAP may request further information from all persons listed on the application form, in order to verify training, employment, etc. This information is not available to others outside the certification process without the written consent of the applicant.

"I give my permission for the TCBAP and staff to investigate my background as it relates to information contained in this application for certification. I understand that intentionally false or misleading statements, or intentional omissions, shall result in denial or revocation of certification."

"I consent to the release of information contained in my application file, and other pertinent data submitted to, or collected by the TCBAP, to officers, members, and staff of the aforementioned board."

"I further agree to hold the TCBAP, its officers, board members, employees, and examiners free from 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 TCBAP to issue certification."

"I hereby affirm that the information provided on this form is correct and that I believe I am qualified for the certification for which I am applying."

\_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_

**Credentials**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date**

**Return Completed Application to:**  
**TCBAP, 1005 Congress Avenue, Ste. 460, Austin, TX 78701**

# **CERTIFIED PREVENTION SPECIALIST INTERN (CPS –I)**

## **CODE OF ETHICS**

### **Prevention Think Tank Code of Ethical Conduct Preamble**

TCBAP has adopted the Prevention Think Tank Code of Ethics for Certified Prevention Specialist, Certified Prevention Specialist Intern and Advanced Certified Prevention Specialist.

The principles of ethics are models of exemplary professional behavior. These principles of the Prevention Think Tank Code express prevention professionals' recognition of responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. They guide prevention professionals in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The principles call for honorable behavior, even at the sacrifice of personal advantage. These principles should not be regarded as limitations or restrictions, but as goals toward which prevention professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the prevention field.

### **Principles**

#### *I. Non-Discrimination*

Prevention professionals shall not discriminate against service recipients or colleagues based on race, ethnicity, religion, national origin, sex, age, sexual orientation, education level, economic or medical condition, or physical or mental ability. Prevention professionals should broaden their understanding and acceptance of cultural and individual differences and, in so doing, render services and provide information sensitive to those differences.

#### *II. Competence*

Prevention professionals shall master their prevention specialty's body of knowledge and skill competencies, strive continually to improve personal proficiency and quality of service delivery, and discharge professional responsibility to the best of their ability. Competence includes a synthesis of education and experience combined with an understanding of the cultures within which prevention application occurs. The maintenance of competence requires continual learning and professional improvement throughout one's career.

- a. Prevention professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable standards.
- b. Due care requires prevention professionals to plan and supervise adequately, and to evaluate any professional activity for which they are responsible.
- c. Prevention professionals should recognize limitations and boundaries of their own competence and not use techniques or offer services outside those boundaries. Prevention professionals are responsible for assessing the adequacy of their own competence for the responsibility to be assumed.
- d. Prevention professionals should be supervised by competent senior prevention professionals. When this is not possible, prevention professionals should seek peer supervision or mentoring from other competent prevention professionals.
- e. When prevention professionals have knowledge of unethical conduct or practice on the part of another prevention professional, they have an ethical responsibility to report the conduct or practice to funding, regulatory or other appropriate bodies.
- f. Prevention professionals should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment.

*III. Integrity*

To maintain and broaden public confidence, prevention professionals should perform all responsibilities with the highest sense of integrity. Personal gain and advantage should not subordinate service and the public trust. Integrity can accommodate the inadvertent error and the honest difference of opinion. It *cannot* accommodate deceit or subordination of principle.

- a. All information should be presented fairly and accurately. Prevention professionals should document and assign credit to all contributing sources used in published material or public statements.
- b. Prevention professionals should not misrepresent either directly or by implication professional qualifications or affiliations.
- c. Where there is evidence of impairment in a colleague or a service recipient, prevention professionals should be supportive of assistance or treatment.
- d. Prevention professionals should not be associated directly or indirectly with any service, product, individual, or organization in a way that is misleading.

*IV. Nature of Services*

Practices shall do no harm to service recipients. Services provided by prevention professionals shall be respectful and non-exploitive.

- a. Services should be provided in a way that preserves and supports the strengths and protective factors inherent in each culture and individual.
- b. Prevention professionals should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation and evaluation of prevention services.
- c. Where there is suspicion of abuse of children or vulnerable adults, prevention professionals shall report the evidence to the appropriate agency.

*V. Confidentiality*

Confidential information acquired during service delivery shall be safeguarded from disclosure, including—but not limited to—verbal disclosure, unsecured maintenance of records or recording of an activity or presentation without appropriate releases. Prevention professionals are responsible for knowing and adhering to the State and Federal confidentiality regulations relevant to their prevention specialty.

*VI. Ethical Obligations for Community and Society*

According to their consciences, prevention professionals should be proactive on public policy and legislative issues. The public welfare and the individual’s right to services and personal wellness should guide the efforts of prevention professionals to educate the general public and policy makers. Prevention professionals should adopt a personal and professional stance that promotes health.

***Adopted by the Texas Certification Board of Addiction Professionals***

I have read and understand the Prevention Think Tank Code of Ethical Principles. I will, to the best of my ability, adhere to and honor this Code in my professional and personal dealings and agree to the authority of the Texas Certification Board of Addiction Professionals. In regards to my certification as a Prevention Specialist, I will surrender my certification, if necessary, for violation of any portion of the Code of Ethics.

I hereby certify that this Prevention Certification application and related material, to the best of my knowledge, are true and correct. I hereby release from liability TCBAP the organization, all representative Board members and agents of the Board from liability for their acts performed in good faith and without malice in connection with reviewing, evaluating, processing, and monitoring my application, my testing, my certification, and recertification.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

If you have any questions about any portion of this application, call the office for assistance at:

(512) 708-0629

Be sure to make a copy of this application and all materials sent with it for your permanent record and as back-up in case it should get lost or damaged in the mail.

Please note: we cannot accept piece mail. Please be certain your portfolio is complete prior to submitting it to TCBAP. Incomplete portfolios will be returned.

**Return completed application packet to:**

**TCBAP  
1005 Congress Ave., Suite 460  
Austin, TX 78701**

**CERTIFIED PREVENTION SPECIALIST INTERN (CPS-I)**  
**Supervised Practicum Form—Documentation of Hours**

**APPLICANT'S NAME:** \_\_\_\_\_

**CERTIFYING STATEMENT:**

*"I hereby certify that the above named individual has successfully completed the 120 hour Practicum experience, including at least ten (10) hours of experience in each of the five (5) Prevention Domains, as outlined at the bottom of this form."*

**NAME OF PRACTICUM COORDINATOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**AGENCY NAME:** \_\_\_\_\_

**PRACTICUM COORDINATOR SIGNATURE:** \_\_\_\_\_

**PRACTICUM STUDENT'S SIGNATURE:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

<b>Prevention Domain</b>	<b>Number of Hours of Experience in Domain</b>	<b>Skills Rating</b>	<b>Supervisor Initials</b>
I. Planning and Evaluation			
II. Education and Skill Development			
III. Community Organization			
IV. Public Policy and Environmental Change			
V. Professional Growth and Responsibility			