Initial CPP Application Submission Checklist

To assist you in submitting a completed application, please use this Application Checklist and upload it to the corresponding subfolder.

Applicant Name: _____

Applicant Application Required Documents:

- ☐ Applicant Registration Form completed in full, including applicant signature.
- ☐ Proof of current residency and employment in Washington.
- ☐ Applicant's current, official photo identification.
- ☐ Initial CPP Application Fee Payment Online Receipt

Verification of Prevention Experience:

- ☐ 2000 hours minimum documented prevention experience.
- ☐ 10 hours minimum in Planning and Evaluation (Domain I)
- ☐ 10 hours minimum in Prevention Education & Service Delivery (Domain II)
- ☐ 10 hours minimum in Communication (Domain III)
- ☐ 10 hours minimum in Community Organizing (Domain IV)
- ☐ 10 hours minimum in Public Policy & Environmental Change (Domain V)
- ☐ 10 hours minimum in Professional Growth & Responsibility (Domain VI)
- ☐ 120 hours minimum in Supervised Experiential Learning (signed by evaluating supervisor)

Verification of Experiential Learning:

- ☐ Supervised Experiential Learning Form(s) completed by evaluating supervisor, signed and dated.
- ☐ Prevention Core Competencies Six (6) Domains Checklists completed by evaluating supervisor, signed and dated.

Prevention Educational Prerequisite CEHs Completion Form: (Minimum total of 120 CEHs)

- ☐ Drug Pharmacology and/or Harm Reduction Education (14 hours)
- ☐ Prevention-Specific Ethics Education (6 hours)
- ☐ Substance Use Prevention Education (45 hours)
- ☐ General Prevention Education (40 hours)
- ☐ General Prevention Education – Equity (5 hours)
- ☐ Completed Initial CPP Record of Prerequisite CEH's Completion Form & submission of attendance verification documentation.

Code of Ethical Conduct for Prevention Professionals:

- ☐ Code of Ethical Conduct for Prevention Professionals document to indicate agreement and commitment to the principles of the Code, signed and dated.

Current Criminal History Background Check

- ☐ Enclosed results of Criminal History Background Check (current or completed within one year prior to the application date).

Submission of Completed CPP Recertification Application

- ☐ Sends email notification to PSCBW that all uploads of required documents are completed to smgpscbw@gmail.com. This notification will initiate the PSCBW review of all submitted documents.

I attest that I have completed all required Initial CPP Certification Application documents with accurate and up-to-date information. They have been uploaded to my personal folder on the PSCBW Google Drive for submission and review.

_____   _____

Applicant Signature   **Date Signed**