



## CPP Renewal Application Checklist

Applicant Name: \_\_\_\_\_ CPP #: \_\_\_\_\_ DOB (m/d): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: WA Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Cell  Home  Office Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

### Required Documents to Upload to Personal Folder on Google Drive

- CPP Renewal Application Checklist
- Current WA Driver's License
- CPP Renewal Fee Online Payment Receipt (\$150)

### Prevention Education Continuing Education Hours (CEHs) Minimum Requirements (60 hours)

- Drug Pharmacology and/or Harm Reduction Education (5 hours)
- Prevention-Specific Ethics Education (6 hours)
- Substance Use Prevention Education (22 hours)
- General Prevention Education (22 hours)
- General Prevention Education – Equity (5 hours)
- Completed CPP Renewal Record of CEHs Completion Form and submission of all 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 Renewal Application

- Sends email notification to PSCBW that all uploads of required documents are completed to [smgpscwb@gmail.com](mailto:smgpscwb@gmail.com). This notification will initiate the PSCBW review of all submitted documents.

**I attest that I have completed all required CPP Renewal 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