



ASSOCIATE PREVENTION PROFESSIONAL

APPLICATION REQUIREMENTS



The Prevention Specialist Certification Board of Washington (PSCBW) is a member board of the International Certification & Reciprocity Consortium (IC&RC).

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Application originally approved by the PSCBW Board of Directors, April 15, 2002.
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INTRODUCTION

The Prevention Specialist Certification Board of Washington (PSCBW) developed this **Associate Prevention Professional Application Packet**.

Associate Prevention Professional (APP): The APP is an entry level certification targeted toward students or beginning professionals who are learning prevention skills and entering the field. An APP is a professional that uses specific knowledge and skill sets to provide services and/or programs aimed at preventing or reducing problems caused by the misuse of alcohol and other drugs. The APP credential is designed to support an applicant's progress toward becoming a Certified Prevention Professional (CPP) in Washington State.

An APP will have \$50 applied from their APP application fee toward their CPP application fee. This is a one-time benefit. An APP with a lapsed certification will not be eligible for this benefit.

The APP is not eligible for reciprocity with IC&RC. The APP certificate is issued for a two-year period and can be renewed for one additional two-year period. An APP wanting to renew their APP status must show progress toward attaining the necessary 'training' and 'work experience' required to become a CPP. Following a renewal, an APP wishing to be certified in Washington State must apply for a CPP credential. An APP can, however, submit an application to become a CPP at any time prior to renewal.

Our mission is to conduct certification of prevention professionals, to uphold ethical standards, and to promote professional development and growth.

The PSCBW was established March 6, 2002, as a Washington State non-profit corporation and is a member board of the International Certification and Reciprocity Consortium (IC&RC). The PSCBW conducts a peer review process for certification of prevention professionals and for renewals of individuals who have obtained their Associate Prevention Professional and Certified Prevention Professional credentials.

If you need more information, please contact us at:

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Website: <https://www.pscbw.com>

APPLICATION DIRECTIONS

Applicant: Keep this section for your reference.

The application process begins with the applicant submitting the Intent to Apply for Certification form on the PSCBW website <https://www.pscbw.com>. The completed APP application with required documents must be uploaded to a personal folder created on the secure PSCBW Google Drive. Once you have uploaded all required documents for Initial APP Certification to your personal folder, you must notify the Board that your completed application is ready to be reviewed. Once the review process is completed, the APP application is presented to the full Board for their approval at their subsequent monthly meetings.

General Description of Application Requirements

PREVENTION EXPERIENCE:

Verification of at least 500 hours (approximately three (3) months of full-time work) of prevention-related experience.

PREVENTION EDUCATION:

Verification of a **minimum of 70 hours** of prevention education. **35 hours** may be earned **within the last 10 years**, and a minimum of **35 hours** earned **within the last two (2) years**.

Specifically, the 70 hours must be comprised of:

- ❖ Drug Education, Harm Reduction Education and/or Substance Use Prevention
- ❖ General Prevention Education

CODE OF ETHICAL CONDUCT FOR PREVENTION PROFESSIONALS

Commitment to professional code of ethics through a signed statement.

CRIMINAL HISTORY BACKGROUND CHECK

Obtained within one (1) year prior to the date that the personal folder APP application completion notification is received from the applicant.

Fee Schedule

The Prevention Specialist Certification Board of Washington (PSCBW) approved the following fee structure:

APP CERTIFICATION CATEGORIES	FEES
Initial APP Certification Application	\$100
APP Renewal Fee: Only one 2-year renewal period is allowed.	\$100
APP progression to CPP: APPs will have \$50 applied from their APP certification fee toward their CPP application fee. This is a one-time benefit. APPs with lapsed certifications will not be eligible.	\$50

PSCBW strives to keep the fees as low as possible; however, the fees must cover necessary costs. These costs include:

- Application processing
- Credentialing

Fees are subject to change: Please refer to the current fee schedule on our website www.pscbw.com.

Prevention Education Prerequisites

Directions:

- ❖ Make as many copies of the form as you need.
- ❖ Indicate the name/title of the educational event that you attended.
- ❖ Include the date(s), location (e.g., city, school), and number of clock hours, educational course hours, training/event hours awarded.
- ❖ Total the hours for each educational prerequisite section.
- ❖ Include accurate documentation for each educational event that you list in this application.
 - Include as many hours and supporting documentation as possible for each category. Additional documented hours beyond the minimum are encouraged.
 - Transcripts for completed college courses must include the date that the course began, name of the course and the number of credits earned. Include a description of course content, list of objectives and name(s) of presenter(s). This can include a syllabus, list of objectives or a published overview of the course with delineated learning goals. This information serves only to provide further information for the PSCBW review of applications. The course description, syllabus, program brochure, etc. CANNOT be substituted as documentation of actual attendance, in lieu of a transcript or an official certificate/letter.
 - In most cases, college course credit conversion is one (1) credit = 10 clock hours. Applicants should check with their educational institution to see if their credit calculation is the same or different.
 - Conference attendance must be verified by an official conference certificate and/or letter on letterhead listing the date(s) of attendance, keynote/workshop content descriptions, number of hours earned and presenters. A completed Conference CEHs Categorization Worksheet must also be submitted. The applicant will list the specific, individual keynotes and workshops attended with the number of hours earned and placed in the appropriate category column. Category assignments may be changed during the PSCBW review process.
- ❖ Document the minimum educational prerequisites of **70 clock hours** in prevention-specific education. **35 hours** may be earned within the **last ten years**, and a minimum of **35 hours** earned within the **last two years**.
- ❖ Specifically, list a **minimum of 35 hours** of Drug Pharmacology and/or Harm Reduction Education and Substance Use Prevention Education and a **minimum of 35 hours** of General Prevention Education for a **minimum of 70** total hours.
 - **Drug Education and/or Harm Reduction Education** (e.g., pharmacology, classification of drugs, potential for abuse/addiction, effects of drugs on the brain/body, current drug trends, addiction theory, signs and symptoms of addiction, addiction and the family, etc.)
 - **Substance Use Prevention Education** (e.g., training in evidence-based prevention strategies and programs, prevention curriculum training, planning and evaluation of prevention interventions, substance abuse in older adults, substance abuse in veterans, coordinating and/or implementing prevention activities, social marketing, community organizing, coalition development, environmental prevention strategies, etc., specific to Substance Use Prevention.
 - **General Prevention Education** (e.g., cultural competency, behavioral health promotion, suicide prevention, HIV/AIDS prevention, community mobilization, media messages, social marketing, public policy, communication, professional growth and responsibility, etc., not specific to

policy, communication, professional growth and responsibility, etc. not specific to Substance Use Prevention. To convert college credit hours into clock hours please see the key on your transcript or consult your university or college where the credits were earned.

Application Submission Process

The application submission and review process has been updated to an electronic format. Prior to submitting your completed Initial APP Certification Application, you must submit an [Intent to Apply for Initial APP Certification](#) form found on the PSCBW website. Select the checkbox at the bottom of the form for Intent to Apply for Initial APP Certification, then click Submit.

Once the PSCBW receives this form, a personal folder will be created in the Board's secure Google Drive. The primary personal folder will include subfolders where the individual forms of the application will be uploaded. Instructions are included as well. A link to the personal folder will be emailed to the applicant once it is created.

Once you have uploaded all required documents for the Initial APP Certification Application to your personal folder, you must notify the Board that your completed application is ready to be reviewed. The Board's review process could take between one to two months to process your application. Further documentation and/or clarification may be requested if any gaps are identified. This may result in a delay in processing your application.

Expiration Dates & APP Renewals

Since the Board transitioned to expiration dates being on birth dates, the initial two-year APP certification period is calculated from the date the applicant notifies the Board that all application documents have been uploaded to their personal folder and their birth date in the second year. For example, when an Initial APP Application is approved by the PSCBW Board on 2/21/2024, and the applicant's birth date is 12/14, their expiration date will be on 12/14/2025. This initial certification period is for only 22 months. Certification periods are a maximum of two years. If the expiration date would be on 12/14/2026, the certification period would exceed the two-year maximum. An APP applicant's subsequent renewal expiration date will fall on their birth date in two (2) years..

The renewal process is designed to assist the APP in maintaining and expanding competence. APP credential holders are expected to submit their renewal materials at least 90 days prior to their expiration date.

The renewal process follows the same steps as applying for Initial APP certification. It begins with submitting an Intent to Apply for APP Renewal. A new personal folder with subfolders for the APP Renewal Application will be created on the secure PSCBW Google Drive. Applicants will receive an email with the link that gives them direct access to their new primary folder. Instructions are included. Once all required documents have been uploaded and the applicant sends notification that their personal folder application upload is complete and is ready to begin the review process.

The Initial APP certificate is issued for a two-year period. Applicants are eligible for only one additional two-year renewal. To renew your APP status, you must complete and submit the following:

- Written Progress Report – provide a written description demonstrating progress made toward attaining the necessary training and work experience required to become an CPP.
- Prevention Educational Prerequisites Form – submit training hours accompanied by certificates or other supporting documentation.

- Criminal History Background Check

Dated within 12 months prior to the date when the applicant sends the notification that their personal folder with all required documentation has been uploaded and is ready for the review process to begin.

- APP Renewal Fee Online Payment Receipt (\$100)

Following the one (1) renewal certification period, APPs wishing to stay certified in Washington State must apply for the Initial CPP Certification credential.

It is the responsibility of the APP to contact the Board with any changes such as name, mailing address, email address and phone number. Lack of communication with the PSCBW about such changes could delay the renewal process. A Change of Contact Information form is available on the Contact Us page on the PSCBW website, pscbw.com.

The APP renewal applicant must demonstrate progress made in achieving the applicable training and work experience required to become a CPP (please review CPP requirements at www.pscbw.com). Continuing education may be acquired through college course work, workshops, in-services, trainings, classes and conferences. Applicant must submit recorded training hours accompanied by a certificate/documentation.

The \$100 renewal fee online payment receipt must accompany the renewal application.

Acquiring a new Criminal History Background Check within a year prior to the APP's renewal date and forward the report results to PSCBW, along with other required renewal documentation.

Extensions Policy:

Any Associate Prevention Professional wishing to acquire an extension to submit the documentation for APP Renewal for an expiring certification must present a written request for extension to the Board. A 30-day grace period may be allowed upon request. The 30-day written request must be made prior to the applicant's expiration date. If the written request is received after their expiration date, the applicant's APP credential is no longer valid.

An additional 90-days (total of 120-days extension from expiration of the certificate) may be granted at a cost of \$50.

Required APP Application Documents to Submit

- Initial APP Application Checklist
- Supervised Prevention Experience Form
- Initial APP Record of Prevention Education Prerequisites Completion Form
- Initial APP Certification Fee Online Payment Receipt
- Signed Code of Ethical Conduct for Prevention Professionals (All pages)
- Current Criminal History Background Check

All forms are on the PSCBW website at <https://www.pscbw.com/forms-list>.