

**THE RHODE ISLAND BOARD
FOR CERTIFICATION
OF
CHEMICAL DEPENDENCY
PROFESSIONALS**

www.ribccdp.com



**ASSOCIATE PREVENTION SPECIALIST
APPLICATION**

**31 Smith Avenue – 3 Rear
Greenville, RI 02828**

**Telephone (401) 349-3822
TDD 1-800-745-5555
FAX (401) 349-3833
RICERT@msn.com
www.ribccdp.com**

APPLICATION CHECKLIST

- Page 3 – Complete Application Information**
- Page 4 - Read, Sign and have witnessed Assurance & Release form**
- Page 5 - Document Professional Experience**
- Pages 6 & 7 - Experience Documentation & Supervisor Evaluation – Complete Pages 6 & 7 and give to your Employer/Supervisor for verification of hours delivered and evaluation of those hours.**
- Page 8 - Complete Training Roster – Attach certificates of completion**
- Page 9 - Sign and Date you have read and understand the RIBCCDP's Code of Ethics – pages 11 – 13**
- Submit all documentation above with application fee of \$50.00. Make checks payable to RIBCCDP.**

**APPLICATION FOR
R.I. BOARD FOR THE CERTIFICATION OF CHEMICAL DEPENDENCY
PROFESSIONALS**

PORTFOLIO - GENERAL INFORMATION SHEET

I am applying for certification as
____Associate Prevention Specialist

Application Fee \$50.00 Non-Refundable

Name: _____
(Last Name) (First Name) (MI)

Home Address: _____

City County State Zip
Office Address: _____
Agency Number and Street

Mailing Address: _____

Telephone #: (w): _____ (h): _____

Social Security Number: _____ Email: _____

Optional Information:

Educational Level Completed:
H.S. AA/AS BA/BS MA PhD.

Race:
Caucasian Black/Afro American Asian Hispanic American Indian/Alaskan Native
Other

**PLEASE PHOTOCOPY THIS COMPLETED FORM AND RETAIN FOR YOUR
OWN RECORDS.**

ASSURANCE AND RELEASE

I _____, of _____ do hereby

submit the following information, assurances and release relating to my initial certification or renewal of certification/licensure with the Rhode Island Board for the Certification of Chemical Dependency Professionals (RIBCCDP).

I acknowledge and understand in answering the following questions that submitting fraudulent, deceitful or misleading statements will be grounds for denial or revocation of certification or renewal of certification.

Have you ever applied for certification/licensure as a chemical dependency professional in another state?

Yes No

1) Have you ever had any action taken against your certification/license?

Yes No

If the answer to Number Two (2) is Yes, please provide details on reverse side

3) Have you ever been disciplined in any way by a Certification/Licensing Board or Professional Organization?

Yes No

If the answer to Number Three (3) is yes, please provide details on reverse side.

I hereby certify that I have read this entire application and that all the material contained herein is true, accurate and complete. I further understand that any intentionally false or misleading statements or omissions shall result in the denial or revocation of my certification/license or renewal of certification/license.

I hereby certify that all information contained in this application and any supporting documents is true to the best of my knowledge. I further certify that I do not use any controlled substances or any alcoholic beverages to the extent that the use impairs my ability to conduct with safety to the public the practice authorized by the license for which I am applying.

I hereby certify that I have read and subscribed to the Ethical Standards and Code of Conduct for Prevention Professionals as prescribed by RIBCCDP.

I authorize RIBCCDP its members, officers and employees, to investigate my background as it relates to the statements contained in my application and further consent to the release of information by third parties to RIBCCDP and ICRC/AODA which information relates directly to my application and statements contained therein so long as said information remains confidential.

I further agree to hold RIBCCDP and ICRC/AODA its members, officers, employees and examiner's harmless and free from all liability from complaints, causes of action, suits, claims, demands and damages of every nature or kind pertaining or arising out of or relating in any manner whatsoever to actions taken by RIBCCDP and ICRC/AODA in investigating my application and making a determination regarding my certification.

I further authorize the RIBCCDP to release all documentation/information of application for certification/renewal along with all documentation of ethics complaints, Disciplinary Hearings, and disciplinary sanctions taken against me by the RIBCCDP. Furthermore, I understand and acknowledge that any sanctions imposed against my LCDP/LCDCS by the RIBLCDP/RIDOH will also be imposed against my RIBCCDP issued certification(s).

I have read and understand the above.

Print Name: _____

Witness: _____

Signature: _____

Date: _____

Address: _____

City, State, Zip : _____

**WORK and/or VOLUNTEER EXPERIENCE IN PREVENTION
(Copy This Form as Needed)**

Use one page per prevention employer/organization/position.

Name: _____

Agency: _____

Agency Address: _____

City, State, Zip: _____

Type of institute/organization: _____

Immediate Supervisor: _____

Your position: _____

Dates with Agency: To _____ **From** _____

Number of hours per week in Prevention: _____

Total hour of prevention experience in this position: _____

Describe your responsibilities. List Performance Domains and Core Functions related to those responsibilities. (See pages 6 of Application Manual for more information in relation to the Domains and Core Functions.):

List any significant accomplishments in prevention in this position.

Attach additional sheet if necessary.

Work Experience Verification and Request for Information Forms

Memo to Supervisor/Employer

Applicant: Please duplicate this page and have it precede each work experience and request for information form presented to each employer/supervisor you have listed in your application.

TO: _____
(Supervisor or Employer)

FROM: Rhode Island Board for Certification of Chemical Dependency Professionals

RE: _____
(Applicant's Name)

The above-named person has applied to be credentialed as an Associate Prevention Specialist. Your assessment of the applicant will enable the RIBCCDP to evaluate whether the applicant meets work experience requirements.

The mission of the RIBCCDP is to establish and promote the credentialing standards in the field of prevention. The RIBCCDP works to advance prevention as a viable and effective prevention discipline to benefit Rhode Island communities. An applicant for certification must document experience and demonstrate competency in five prevention domains. These domains and a brief description of each are as follows:

- Domain 1: Planning and Evaluation - Assessing community needs, developing a prevention plan, securing funding, and documenting outcomes.
- Domain 2: Education and skill development = Developing and delivering culturally competent education and training to communities, groups, and other professionals.
- Domain 3: Community Organization = Identifying and engaging community leaders, providing technical assistance to those leaders and assisting them in sustaining positive change.
- Domain 4: Public Policy and Environmental Change = Identifying policy makers, assisting community leaders in gaining support for environmental change in communities, and creating a positive environment in the community.
- Domain 5: Professional Growth and Responsibility = Practice ethical behavior, model collaboration with colleagues and community organizations, and continue growth in cultural competence and prevention knowledge.

Supervisor/Employer: After completing the attached work experience verification and request for information form, please send it DIRECTLY to RIBCCDP, 31 Smith Avenue-3 Rear, Greenville, RI 02828. This is a confidential document and will not be released to the applicant.

Thank you for your assistance.

Work Experience Verification Form

To be filled out by applicant:

I, _____, am applying for credentialing as an Associate Prevention Specialists.
(Applicant's Name)

I was employed by/volunteered for _____ from _____
(Agency/Organization/Person) (Month/Year)

To _____, as a _____
(Month/Year) (Official Title)

My employer/supervisor is/was: _____
(Name and Title of employer/supervisor)

Employer/supervisor Current Address: _____

Employer/Supervisor Current Telephone Number: _____

My signature on this form signifies that the above information is accurate and that I hereby authorize the RIBCCDP to contact the above referenced Employer/Supervisor for work experience verification and/or employment information. It also authorizes the agency or person named above to give information, on this form, regarding work experience as indicated below.

Number of Work/Volunteer Hours to be confirmed: _____

Applicant's Signature Date

To be filled out by employer/supervisor:

I _____, verify that the information stated above
(Please print Name)

Is accurate _____ or is not accurate _____.

Please rate the overall performance of this employee in the following domains:

- PLANNING & EVALUATION:** (POOR) (FAIR) (GOOD) (EXCELLENT) N/A
- EDUCATION AND SKILL DEVELOPMENT:** (POOR) (FAIR) (GOOD) (EXCELLENT) N/A
- COMMUNITY ORGANIZATION :** (POOR) (FAIR) (GOOD) (EXCELLENT) N/A
- PUBLIC POLICY & ENVIRONMENTAL CHANGE:** (POOR) (FAIR) (GOOD) (EXCELLENT) N/A
- PROFESSIONAL GROWTH & RESPONSIBILITY:** (POOR) (FAIR) (GOOD) (EXCELLENT) N/A

Please give a brief description of the tasks and duties that the employee performed relevant to the domains listed above.

(Employer/Supervisor Signature) (Date)

Please send this completed for directly to: RIBCCDP, 31 Smith Avenue-3 Rear, Greenville, RI 02828.

TRAINING ROSTER

REQUIRED COURSES FOR ASSOCIATE PREVENTION SEPCIALISTS

Please attach certificates of completion for all required courses

TRAINING	Date of Training	Place	Contact Hours
ATOD Specific			12
Planning/Evaluation			6
Education & Skill Development			6
Community Organization			6
Public Policy & Environmental Change			6
Professional Growth			6
Ethics & Confidentiality			6
Total			

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**CODE OF ETHICS
AND
DISCIPLINARY PROCEDURES**

For Chemical Dependency Professionals
Counselors In Training
Provisional Certified Chemical Dependency Professionals
Advanced Chemical Dependency Professionals
Advanced Chemical Dependency Professionals II
Chemical Dependency Clinical Supervisor
Recognized Clinical Supervisors
Student Assistance Counselors
Prevention Specialists
Co-Occurring Disorder Professionals
Criminal Justice Professionals

I have read and understand the RIBCCDP Code of Ethics and Disciplinary Procedures in its entirety.

I do accept all of the Principles of the Rhode Island Board for the Certification of Chemical Dependency Professionals' Code of Ethics and Disciplinary Procedures as prescribed by the RIBCCDP.

Signed: _____

Date: _____

RECERTIFICATION REQUIREMENTS

PURPOSE OF CONTINUING EDUCATION

The purpose of continuing education is ongoing professional development. This benefits the Consumer and provider. It is understood that professionals will build upon their previously demonstrated (in the portfolio and exam) competencies, and will demonstrate their professional development in pursuit of continuing education. Applicants will be notified of deadline for submission of continuing education upon certificate award and three (3) months prior to deadline along with recertification manual.

DEFINITIONS

One (1) hour credit for each clock hour spent in workshops, etc.

One (1) approved college or university semester credit will be equal vent to fifteen clock hours. One (1)

approved college or university quarter credit will be equal vent to ten (10) clock hours.

LIMITATIONS

1. Clock hours must be obtained within the time limitations of: Date of submission of initial application or recertification application until 60 days prior to expiration of certification. These hours are not cumulative.

Example: Extra earned units may not be applied to a future certification.

2. Associate Prevention Specialists must obtain 20 Prevention specific clock hours every two years with five (5) hours ATOD specific, in order to be eligible for recertification.

3. Of these 20 Prevention Specific clock hours, a minimum of 5 shall be ATOD Specific with **6 Hours Best Practice Required (i.e., Methadone Training, Co-Occuring Disorders, Hep C & HIV, PTSD, Domestic Violence, New Drugs, Prescription Drugs, Compulsive Gambling, CSAP Model Programming, Environmental Strategies and Suicide Assessment).**

Breakdown of Recertification Requirements:

CATEGORY I. – Prevention Sepsific-20 hours - Source A,B,C,D,E

CATEGORY II. – ATOD Specific - 5 hours maximum - Source A ONLY

Source A – Courses, Workshops, Seminars - (Unlimited hours)

Source B – Presenter/Lecturer/Teacher - (20 Hours Maximum)

Source C – Independent Study - (20 Hours Maximum)

Source D – Professional Community Involvement - (5 Hours Maximum)

Source E – Research Paper/Professional Publication - (20 Hours maximum)

*Required –6 Hours Best Practice (i.e., Methadone training, Co-Occurring Disorders, Hep C & HIV, PTSD, Domestic Violence, New Drugs, Prescription Drugs, Compulsive Gambling, CSAP Model Programming, Environmental Strategies and Suicide Assessment)

CODE OF ETHICS AND DISCIPLINARY PROCEDURES

INTRODUCTION

All persons certified or applying for certification must subscribe to the Rhode Island Board for the Certification of Chemical Dependency Professionals Code of Ethics. This Code of Ethics is adopted to aid in the delivery of the highest quality of professional services to persons seeking substance abuse prevention services. These standards will assist the substance abuse prevention professional to determine the propriety of his/her conduct in relationships with recipients, colleagues, members of allied professions, and the public.

Violation of the RIBCCDP Code of Ethics shall be deemed as grounds for discipline. Engaging in unethical conduct includes, in addition to violation of the Principles enumerated herein, any other violation, which is harmful or detrimental to the profession or to the public.

SPECIFIC PRINCIPLES

Principle 1: Non-Discrimination. The prevention professional must not discriminate against clients, recipients, or professionals based on race, religion, age, sex, handicaps, national ancestry, sexual orientation, or economic condition.

a. The prevention professional should broaden his or her understanding and acceptance of cultural and individual differences in order to render services and provide information sensitive to those differences.

Principle 2: Responsibility. The prevention professional must espouse objectivity and integrity and maintain the highest standards in the services the professional offers.

a. The prevention professional, as a teacher, must recognize the professional's primary obligation to help others acquire knowledge and skill in prevention substance abuse.

b. The prevention professional shall serve as a responsible role model in applying prevention concepts to public and professional relationships.

c. The prevention professional should strive to maintain and promote the integrity of certification nationally and internationally and the advancement of the alcohol, tobacco and other drug prevention profession.

Principle 3: Competence. The prevention professional must recognize that the profession is founded on national standards of competency, which promote the best interest of society, of the client or recipient, of the professional, and of the profession as a whole. The professional must recognize the need for ongoing education as a component of professional competency.

a. The prevention professional must promote the practice of substance abuse prevention by qualified and authorized persons.

b. The prevention professional who is aware of unethical conduct or of unprofessional modes of practice must report such violations to the appropriate certifying authority.

c. The prevention professional must recognize boundaries and limitations of his/her respective competencies and not offer services or use of techniques outside of these professional competencies. Incompetence includes but is not limited to lack of knowledge or ability to discharge professional obligations within the scope of responsibilities of the professional (as defined in the Core Functions and Knowledge and Skill Competencies) or a deviation from the standards of skill ordinarily possessed and applied by professional peers in the state of Rhode Island acting in the same or similar circumstances.

d. The prevention professional must recognize the effect of professional impairment on professional performance and must be willing to seek appropriate treatment for oneself or for a colleague. The professional must support peer assistance programs in this respect. Incompetency includes refusal to seek treatment for chemical dependency problems that impair professional performance.

Principle 4: Legal Standards and Moral Standards. The prevention professional must uphold legal and accepted moral codes, which pertain to professional conduct.

a. The prevention professional must not participate in illegal acts. Illegal acts include but are not limited to violation of federal or state confidentiality statutes; conviction of a crime which would affect the individual's ability to function effectively; or being an accessory to, participating in, or condoning dishonesty, fraud, misrepresentation, or any other illegal act involving a client or recipient.

b. The prevention professional must not engage in fraud in procuring certification or fraud in maintenance of certification. Fraud in such cases includes but is not limited to intentional perversion of truth in the application; false representation of material fact, whether by word or by conduct; concealment of that which should have been disclosed when making application; attempting to file or filing any false or forged diploma, certificate, affidavit, transcript, identification, or qualification; submitting material which is not the original work of the applicant or with the original source of the information having not been given credit; or knowingly assisting another to procure certification or to maintain certification in a fraudulent manner.

c. The prevention professional must not claim either directly or by implication, professional qualifications/affiliations that the professional does not possess.

d. The prevention professional must not use the affiliation with the RIBCCDP for purposes that are not consistent with the stated purposes of the Board.

e. The prevention professional associated with the development or promotion of books or other products offered for commercial sale must be responsible for ensuring that such books or products are presented in a professional and factual way.

- f. The prevention professional must fairly and accurately report appropriate prevention information to service recipients, colleagues, and the general public, acknowledging and documenting sources, materials, and techniques used.
- g. The prevention professional must not misrepresent the work of others.
- h. The prevention professional must not misrepresent one's own prevention work for personal or professional recognition, funding, or other gain.

Principle 5: Public Statements. The prevention professional 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.

- a. The prevention professional must not participate in misrepresentation. Misrepresentation includes but is not limited to knowingly making misleading, deceptive, untrue, or fraudulent representation in the practice of the profession.
- b. The prevention professional who represents the field of substance abuse prevention to clients/recipients, other professionals, or to the general public must report fairly and accurately the appropriate information.
- c. The prevention professional must acknowledge and document materials and the technique used.
- d. The prevention professional who conducts training in substance abuse prevention skills or techniques must indicate to the audience the requisite training/qualifications required to properly perform these skills and techniques.

Principle 6: Publication Credit. The prevention professional must assign credit to all that have contributed to the published material and for the work upon which the publication is based.

- a. The prevention professional must recognize joint authorship, major contributions of a professional character made by several persons to a common project. The author who has made the principle contribution to a publication must be identified as the first listed.
- b. The prevention professional must acknowledge in footnotes or an introductory statement minor contributions of a professional character, extensive clerical or similar assistance and other minor contributions.
- c. The prevention professional must acknowledge, through specific citations, unpublished, as well as published, material that has directly influenced the research or writing.
- d. The prevention professional who compiles and edits for publication the contributions of others must list oneself as editor, along with the names of those others who have contributed.

Principle 7: Client/Recipient Welfare. The prevention professional must respect the integrity and protect the welfare of the person or group with whom the professional is working.

- a. The prevention professional shall maintain objectivity, integrity and the highest professional standards in delivering prevention services.
- b. The prevention professional shall maintain objectivity, integrity and the highest professional standards in providing a supportive environment.
- c. The prevention professional shall maintain objectivity, integrity and the highest professional standards in protecting the welfare and upholding the best interest of both individual recipients and the public.
- d. The prevention professional shall maintain objectivity, integrity and the highest professional standards in maintaining an objective, non-possessive relationship with those they serve and not exploiting them sexually, financially, or emotionally.
- e. The prevention professional shall maintain objectivity, integrity and the highest professional standards in maintaining an ability and willingness to make appropriate referrals.

Principle 8: Confidentiality. The prevention professional has the responsibility to be aware of and to be in compliance with all applicable state and federal guidelines, regulations, statutes, and agency policies. These include:

- a. Notification of recipient rights,
- b. Reporting child abuse and neglect,
- c. Reporting misconduct by individuals or agencies, and
- d. Maintaining client confidentiality and safeguarding from disclosure confidential information acquired during service delivery.
- e. The prevention professional must reveal information received in confidence only when there is a clear and imminent danger to the recipient or other persons, and then only to appropriate workers or public authorities, in accordance with 42 CFR, Part 2.

Principle 9: Professional Integrity.

- a. The prevention professional should never knowingly make a false statement to the appropriate licensing/certification disciplinary authority.
- b. The prevention professional should promptly alert a colleague to potentially unethical behavior so said colleague can take corrective action.
- c. The prevention professional should report violations of professional conduct by other prevention professionals to the appropriate licensing/certification disciplinary authority when there is knowledge that the said professional has violated professional standards.

Principle 10: Interprofessional Relationships. The prevention professional must treat colleagues with respect, courtesy, and fairness and must afford the same professional courtesy to other professionals.

- a. The prevention professional must cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.
- b. The prevention professional must not knowingly file a false report against a colleague concerning any ethical violation.

Principle 11: Remuneration. The prevention professional must establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the recipient, of the professional, and of the profession.

- a. The prevention professional must establish financial agreements in professional practice in accordance with the professional standards that safeguard the best interests of service recipients, colleagues, and the public.
- b. The prevention professional must not send or receive any commission or rebate or any other form of remuneration for referral of clients or recipients for professional services.
- c. The prevention professional must not use one's relationship with recipients to promote personal gain or the profit of an agency or commercial enterprise of any kind.
- d. The prevention professional shall not enter into personal financial arrangements (for example, loans) with a recipient.
- e. The prevention professional must not exploit one's relationship with service recipients to promote personal gain or the profit of any agency or commercial enterprise of any kind.

Principle 12: Societal Obligations. The prevention professional should advocate for consistent health promotion and awareness messages to the general public provide factual state-of-the-art ATOD prevention information to the consumers of prevention services and advocate for public policy that would help strengthen the overall health and well-being of the community.