



Canadian Addiction Counsellors Certification Federation

**STANDARDS & CERTIFICATION MANUAL
FOR**

International Certified Prevention Specialist (ICPS)

July 2006

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SECTION 1
GENERAL INFORMATION

1.1 INTRODUCTION

About The Canadian Addiction Counsellors Certification Federation

The Canadian Addiction Counsellors Certification Federation (CACCF) is the Canadian Addiction Counsellors Certification Federation. Formed in 1985, it is a voluntary non-profit organization, which has regional representation across the Canadian Provinces and the Territories. It is an active member of the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC/AODA). A Board of Directors is elected annually to represent the various regions

CACCF's Corporate Objects are as follows:

- ◆ To provide public protection and the quality of addiction counselling service, through the promotion of a code of uniform professional standards of practice and a minimum level of (knowledge and skill competency);
- ◆ To promote, facilitate, certify and monitor the competency of addiction counsellors in Canada;
- ◆ To require certified addiction counsellors to maintain and further their professional development and education through mandatory certification requirements.

About The IC&RC

Incorporated in 1981, the IC&RC/AODA is a voluntary membership organization, which consists of other alcohol and drug certifying bodies across the United States and globally. Each member board accepts, without qualification, the eligibility certificates of its sister boards. The standards met with this international certification is widely respected and accepted in the profession and has been hailed by leading authorities throughout the world as the symbol of quality assurance.

Alcohol, Tobacco and Other Drug (ATOD) Prevention certification was developed in Canada to provide standards of professional preparation for substance abuse prevention providers that meet or exceed the standards recognized by the International Certification & Reciprocity Consortium (IC&RC) as appropriate for substance abuse prevention specialists.

Purpose of Certification

The purpose of prevention certification is to promote consumer protection and public confidence by assuring that appropriately qualified individuals are providing ATOD prevention services. For the provider, prevention certification gives recognition to the special experience, education and skills of the prevention provider, encouragement for professional growth and development, and an internationally recognized professional certification.

This application manual contains the requirements, procedures and application forms for the International Certified Prevention Specialist (I.C.P.S.) certification offered through the Canadian Addiction Counsellors Certification Federation.

The **International Certified Prevention Specialist (I.C.P.S.)** certification is for substance abuse prevention practitioners with at least one year of prevention experience. It is a certification that meets the IC&RC prevention specialist standard, is recognized as equivalent

to the prevention specialist certification offered by member boards, and qualifies the holder for international reciprocal recognition as a qualified provider of ATOD prevention services.

Re-certification for this certification is offered every two years. Re-certification requires documentation of 40 hours of approved continuing education in the substance abuse Prevention Performance Domains as outlined in this manual.

To apply for certification, go to **Section 5.3** of this manual for the required forms. Instructions and application forms including brief summaries of the requirements each form is intended to address are included in that section. The remainder of this manual includes information and instruction details about each required area and should be consulted while the forms are being completed. Re-certification requirements and instructions are contained in Re-certification Requirements - Section 6.

1.2 RECIPROCITY

How Reciprocity Functions

Each certifying body belonging to the IC&RC agrees to use the IC&RC's minimum standards for reciprocity-eligible certifications. For example, if an IC&RC member board offers a reciprocity-eligible prevention certification, then the IC&RC's minimum standards for prevention certification must be used.

In turn, each IC&RC member certifying body agrees to accept the reciprocity-eligible certification(s) of other members if they offer an equivalent certification.

The Relationship of CACCF to Reciprocity

Minimum standards for prevention certification have been established by the IC&RC. These minimum standards are for the International Certified Prevention Specialist (I.C.P.S.). However, not all IC&RC members have developed a reciprocity-eligible prevention certification. There are currently more than 30 member boards that accept the prevention certification.

Applying for Reciprocity

If you are moving outside Canada contact the CACCF office for an IC&RC Reciprocity application for prevention certification and for verification that the certification board in your new location offers a reciprocity-eligible prevention certification.

1.3 CATEGORIES OF MEMBERSHIP

The Canadian Addiction Counsellors Certification Federation offers eight categories of membership.

1. **General member** – is a person who is not certified by the CACCF but who is interested in being informed of the activities of the organization.
2. **Associate Counsellor (A.C.A.D.)** – is a designation for a person near the

beginning of a career in addictions counselling who is working towards the certification of International Certified Alcohol and Drug Counsellor (I.C.A.D.C.). This designation is non-reciprocal with other IC&RC member boards. ***No longer available***

3. **Certified Alcohol and Drug Counsellor (C.A.D.C.)** – is a previous certification still held by some counsellors in Canada which is no longer offered by the CACCF, but is still recognized and supported. This designation is non-reciprocal with other IC&RC member boards.
4. **Canadian Contingent Alcohol & Drug Counsellor (C.C.A.D.C)** – is a designation for a person who has met all of the requirements established by the CACCF. This individual may possess fewer requirements than that of the recognized international certification but have the intent to continue on to full certification within a three year period. The CCADC designation is valid for a three year period and is non-renewable. This designation is non-reciprocal with other IC&RC member boards.
5. **International Certified Alcohol and Drug Counsellor (I.C.A.D.C.)** – is a certification achieved by a person who has met all of the requirements established by the CACCF In 1992 the oral examination became a requirement for this certification and in 1993 the written examination became an additional requirement. In 2007, the Board of Directors passed a motion to eliminate the oral exam.
6. This certification is recognized internationally by all of the IC&RC member certification boards.
7. **International Certified Clinical Supervisor (I.C.C.S.)** – is a certification for a person who currently holds certification at the I.C.A.D.C. level and has met all of the requirements established by the CACCF, including the completion of a written examination which became an added requirement in January 1994. This certification is recognized internationally by all of the IC&RC member certification boards.
8. **Certified Clinical Supervisor - Non-reciprocal (C.C.S.)** – is a certification for a person who does not currently hold certification at the I.C.A.D.C. level and has met all of the requirements established by the CACCF This designation is non-reciprocal with other IC&RC member boards.
9. **International Certified Prevention Specialist (I.C.P.S.)** – is a certification for a person who has met all of the requirements established by the CACCF as outlined in the “International Certified Prevention Specialist” manual, including the completion of a written exam. This certification is recognized by any of the IC&RC member boards that currently accept prevention certification.
10. **Student Member** – is a person in full-time attendance at a recognized educational institution, who is not certified by the CACCF but who is interested in being informed of the activities of the organization.
11. **Retired Member** – is a person who is no longer providing counselling services in the field of addictions, regardless of the number of years previously active, but who is interested in being informed of the activities of the organization.

SECTION 2
CERTIFICATION OVERVIEW

2.1 PHILOSOPHY

The Canadian Addiction Counsellors Certification Federation subscribes to the definition of prevention as:

“A proactive process of helping individuals, families, and communities to develop the resources and capacities needed to develop and maintain healthy lifestyles. Prevention focuses upon the design and implementation of innovative programs and carefully planned interventions that are implemented before the onset of physical, psychological, emotional, or social problems. Prevention is broad-based in the sense that it is intended to alleviate a wide range of at-risk behaviours including, but not limited to crime and delinquency, violence, vandalism, mental health problems, family conflict, parenting problems, stress and burnout, alcohol and other drug abuse, child abuse, learning problems, school failure, school dropouts, teenage pregnancy, and suicide.”

Although the Certification Federation acknowledges and subscribes to the philosophy that prevention is a broad-based approach, there is the recognition that many individuals are interested in pursuing certification reciprocity through the International Certification and Reciprocity Consortium/Alcohol and Other Drug Abuse (IC&RC/AODA). Prevention Specialists holding reciprocal certification have met national standards established by IC&RC and can transfer their certification to any of the member boards that currently accepts prevention certification with a minimum of effort and expense.

This manual is designed to define the roles, functions and responsibilities of prevention professionals and explain, step by step, the certification process. It assures uniformity of prevention standards across the nation and where applicable with IC&RC member boards.

CANADIAN ADDICTION COUNSELLORS CERTIFICATION FEDERATION recognizes that prevention professionals are educated in a wide range of disciplines, approaches and techniques and have diverse experiential backgrounds. The primary purpose for certification is to ensure that quality services are available to consumers. It also provides a reliable guide for employers to ensure the delivery of quality services and gives prevention professionals a tool for marketing their skills. It also defines the unique role that prevention plays in the health and human services delivery system.

Benefits of certification are: increase in interest among workers in upgrading skills and knowledge, increase in skill focused training, recognition of on-the-job competency, demonstration of knowledge and experience in prevention programs, and required observance of a prevention specific Code of Ethics. The primary recipient and beneficiary of all certification processes is the public.

Certification under the guidelines established in this manual will be conferred by the Canadian Addiction Counsellors Certification Federation, and is valid for a period of two years.

2.2 OVERVIEW OF REQUIREMENTS

Experience - The applicant must have 2,000 hours full or part-time experience providing Alcohol, Tobacco and Other Drug (ATOD) prevention services.

Education - The applicant must have 120 hours of education in ATOD prevention within the areas defined by the IC&RC Prevention Performance Domains. A listing of the Performance Domains is contained in Appendix B of this manual. A minimum of 50 hours must be specific to ATOD prevention knowledge and skills. A minimum of 45 hours must be specific to multi-cultural and/or specific populations awareness. Applicants must also complete six (6) hours of CACCF approved prevention specific Ethics training.

Supervised Practical Training - The applicant must have 120 hours of direct supervision performing ATOD prevention functions related to the IC&RC Prevention Performance Domains. A minimum of 10 hours must be spent in supervised activities in each Performance Domain.

Testing and Review - Successful completion of the IC&RC Prevention Specialist written examination.

Code of Ethics - The Prevention Code of Ethics must be signed and submitted. A minimum of six (6) hours of CACCF approved prevention specific Ethics training must be completed.

Membership in CACCF - Must be a member in good standing with the Canadian Addiction Counsellors Certification Federation.

Application - When all I.C.P.S. standards have been met submit your application, along with supporting documentation, to CACCF for review.

Re-certification - Documentation of 40 hours of approved continuing education training for a two (2) year certification. Training must be in the IC&RC Prevention Performance Domains. The Code of Ethics must be signed and a non-refundable re-certification fee submitted.

These requirements are described in greater detail in the following sections of this manual. All documentation must be on copies of the forms provided and in the format specified in this manual to be applicable to the I.C.P.S. standards. All documentation is then submitted as an application package to CACCF for review.

2.3 SUBMISSION & REVIEW

The process of certification requires the submission of the application forms (located in Section 5 of this manual) and supporting documentation to the Canadian Addiction Counsellors Certification Federation. All materials should be submitted as a completed package along with the appropriate fee made payable to the Canadian Addiction Counsellors Certification Federation.

Submit the completed application package to:

**Canadian Addiction Counsellors Certification Federation
75 Albert St., Suite 508 Ottawa ON K1P 5E7**

Any documentation **not** meeting the criteria specified in this certification manual will be sent to the Board of Directors of the Canadian Addiction Counsellors Certification Federation. This may delay approval of the application.

If you have any questions please contact the Canadian Addiction Counsellors Certification Federation at phone 1-866-624-1911, fax 519-772-0535 or email info@caccf.ca.

Code of Ethics

Each applicant for the I.C.P.S. certification must read, sign and adhere to the ATOD Prevention Code of Ethical Standards (See Appendix A). Penalty for violation of the Ethical Standards for the ATOD Prevention Professional may result in suspension, sanctions or revocation of certification.

SECTION 3
DEFINITIONS OF CERTIFICATION REQUIREMENTS

3.1 EXPERIENCE

Description

To meet the experience standard the applicant must document 2,000 hours full or part-time experience (2,000 hours is the equivalent of one (1) year of full-time work) in the field of prevention. The experience must be in the IC&RC Prevention Performance Domains and may be paid or volunteer.

Experience at non-prevention programs will be considered. Applicants must contact the Canadian Addiction Counsellors Certification Federation to request an application form and procedures. Such experiences will be reviewed by CACCF

Process

Applicants must use the International Certified Prevention Specialist Documentation of Experience Form (Section 5.3) in this manual. Submit a separate form for each program where you have accumulated experience.

3.2 EDUCATION

Description

Education must be related to the skills and knowledge of the IC&RC Prevention Performance Domains.

The applicant must have 120 hours of education in ATOD prevention within the areas defined by the IC&RC Prevention Performance Domains. A listing of the Performance Domains is contained in Appendix B of this manual. A minimum of 19 hours must be in theory of ATOD education. A minimum of 50 hours must be specific to ATOD prevention knowledge and skills. A minimum of 45 hours must be specific to multi-cultural and/or specific population awareness. Applicants must also complete six (6) hours of CACCF approved prevention specific Ethics training.

Applicants are responsible for securing and submitting documentation of attendance, the number of hours, date(s) and title of the event.

NOTE: One (1) hour of education is equal to fifty (50) minutes of continuous instruction. University and college credits are variable and therefore subject to confirmation of hours, but a general rule is three (3) credits = 39 hours.

Sources of Education

Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted to CACCF for approval.

College and University Courses: Courses specific to the IC&RC Prevention Performance Domains offered by an accredited institution of higher education and accepted by the institution toward a recognized degree (i.e., B.A., M.A., M.S.W., etc.), or approved by a college or university for Continuing Education Units (CEU's) will be accepted toward completion of this standard. Credit is **not allowed** for any audited college courses.

IC&RC Member Approved: Education events or providers that have received approval by another IC&RC member board may be applied to this standard.

In-Service Education: Education hours may be earned for participating in in-service education at CACCF approved programs. Home study and teleconferences can be applied to this standard if they are part of an CACCF approved program's in-service education. Form # ICPS_4d should be used to document in-service education.

Home Study Courses: Home study training includes coursework completed in a non-traditional education setting. Information can be presented through distant learning medias (internet, correspondence, teleconferences). Some post course evaluation component must follow course for it to be acceptable.

Professional Associations: Education, relevant to the IC&RC Prevention Performance Domains, provided or approved by professional associations may be applied to this standard.

PLEASE NOTE: Therapeutic education and attendance at meetings of AA, ALANON, etc. are not applicable to prevention certification.

Process

After each educational offering is completed, make it a point to complete the information required on the Documentation of Education Forms (Forms # ICPS_4a-4d). Keep all certificates of completion to document attendance and the number of contact hours.

Use the Education Cover Sheet (Form # ICPS_4) when submitting education. The cover sheet will assist CACCF staff in applying the education to the applicable areas. If applicability is not clear from the title, a description of the content will also assist the staff.

Applicants are responsible for submitting documentation of attendance, the topic, the date(s), and amount of time for all education events on the Documentation of Education Form. **Please keep a copy of all materials for your own records.**

3.3 SUPERVISED PRACTICAL TRAINING

Description

To meet the Supervised Practical Training requirement applicants must have supervised experience at an CACCF approved prevention program. The experience must be in the IC&RC Prevention Performance Domains with a minimum of 10 hours in each Domain. The applicant must have a total of 120 hours.

A "supervisor" shall be interpreted to mean the person who has responsibility for monitoring and evaluating the performance of alcohol and drug counsellors and students. This individual must be a person with comprehensive knowledge of the treatment of alcoholism and drug dependency, and have reached a supervisory position in a treatment setting. Others, who might be in positions of authority, but with little knowledge of addiction, would **not** be

acceptable.

Supervised clinical training is supervision designed to improve and evaluate a counsellor's knowledge and skill in the Prevention Performance Domains. This training must be part of the eligible work experience and may be completed under more than one supervisor or agency. **All clinical training hours must be documented as to where and with whom they took place and what material was covered.**

Supervision, for purposes of certification, shall be interpreted to mean a process:

- 1) by which the agency's or program's standards of performance are maintained through review and correction of clinical service provided;
- 2) which assists the alcohol and drug counsellor in acquiring greater skill in the provision of service and;
- 3) which gives support to the alcohol and drug counsellor during the stress of providing services in emotionally charged situations.

Supervision can be delivered in a variety of forms. Methods or forms of supervision include, but are not limited to, the following:

- Face-to-Face:** This method involves a one-to-one supervisor/supervisee relationship and implies regularly scheduled meetings for the purpose of supervision.
- Consultation:** This process of supervision is counsellor-initiated. Unlike face-to-face supervision, this method is normally more spontaneous. It involves the review of generic skills.
- Demonstration:** In this process, the supervisor acts as the demonstrator and involves feedback. It is the responsibility of the supervisor to involve and solicit counsellor feedback to assure that the demonstration has been understood. This is different from Behaviour Rehearsal where the counsellor is the demonstrator.
- Behaviour Rehearsal:** This mode of supervision is similar to role-playing, yet behaviour rehearsal still usually focuses on more specific behaviours and skills. Behaviour rehearsals offer "before-the-fact" practice.
- Direct Observation:** This method involves first-hand observation of on-the-job performance.
- Evaluation:** This review of counsellor performance is an ongoing process. This process is supervisor-initiated and involves day-to-day performance review. For example, this process includes the review of charts, notes, treatment plans, etc.
- Role Playing:** In this method of supervision, the emphasis is on the evaluation of generic counselling skills. This process normally involves the

creation of contrived situations but may involve the re-creation of counsellor/client situations “after the fact”.

Video Tape: This method may involve peer use of training tapes as well as the use of a taped session for the purpose of review and evaluation of actual sessions. In using tapes for the latter purposes of evaluating counsellor skills, counsellor feedback should be involved.

Case Conference: This form of supervision involves the presentation of a case by a counsellor. This does not imply the one-way communication of reporting a case, but involves review and feedback.

Team Development: This method involves the evaluation of how counsellors act as a team in the delivery of service and includes an evaluation of group cohesiveness and team effectiveness. The enhancement of treatment is the consequence of the supervisory process.

IC&RC Prevention Performance Domains

Listed below are the IC&RC Prevention Performance Domains that must be included to complete the requirements of this standard. An explanation of the Performance Domains, including job tasks can be found in Appendix B. It is not required that you have supervised practical training in every job task listed under each Domain.

- Planning and Evaluation
- Education and Skill Development
- Community Organization
- Public and Organizational Policy
- Professional Growth and Responsibility

Process

Submit the Supervised Practical Training Form (Form # ICPS_5) to verify completion of hours.

SECTION 4
CERTIFICATION TESTING & REVIEW

4.1 TESTING AND REVIEW

All applicants must pass the International Certification & Reciprocity Consortium (IC&RC) Prevention Specialist written examination.

Exam Dates and Locations

The IC&RC Prevention Specialist Exam is offered on the second Saturday of March, June, September and December of each year.

The registration application must be completed and submitted with a cheque, money order or credit card made payable to the Canadian Addiction Counsellors Certification Federation. The registration application and fee must be received by CACCF at least six weeks in advance of the examination date. You may contact CACCF to obtain an exam registration form by phone: 1-866-624-1911, fax: (519) 772-0535, email info@caccf.ca or write to:

**Canadian Addiction Counsellors Certification Federation
75 Albert St., Suite 508 Ottawa ON K1P 5E7**

Study guides for this examination may be purchased through Canadian Addiction Counsellors Certification Federation.

4.2 EXAMINATIONS

The IC&RC written examination is a standardized multiple-choice test designed to measure the candidate's detailed knowledge of the prevention core functions areas. *A candidate's guide* is provided upon approval of the application.

4.3 PREVENTION PROGRAM MODEL

Guidelines

Describe a prevention program, based either on an actual program with which you have been involved or had some experience, or one that you would like to design. The program should reflect your knowledge and experience in all the core function areas, and should address the issues below. The program description should be between ten and fifteen pages typed and double-spaced. **Please submit with your ICPS portfolio application.**

- Clearly define the problem to be prevented, as it exists in the community including the risk protective factors that impinge on the problem.
- How was the need for this program determined?
- Describe the target population and any other pertinent information about the community in which the program will be implemented.
- Who will/was involved in the planning of the program?
- What are the goals of the program? How do they relate to the theoretical framework and reflect current research in your field?
- What are the objectives? Is there a timeline?

- Describe the prevention strategies that will be utilized in the program.
- How will the program be implemented?
- How will volunteers be utilized in the program?
- How will the program be evaluated?

All of these issues should be addressed in developing your program.

SECTION 5
INTERNATIONAL CERTIFIED PREVENTION SPECIALIST
(I.C.P.S.) APPLICATION INSTRUCTIONS & FORMS

5.1 Directions for Submitting Certification Application

Completion of the following forms and submission of supporting documentation constitutes your Certification Application. Please note that this is not a career portfolio. You are only required to submit material sufficient to meet the requirements of the certification for which you are applying. All information must be typed or printed legibly.

The following forms are intended to help make your application compilation as easy as possible, within the constraints of the requirements of the level of certification you are seeking. If you read the bottom of each form, it will summarize the requirements and give you brief instructions on how to complete the form. If you have any questions, please refer to the appropriate sections in the full application manual. If you still have questions, please contact the Canadian Addiction Counsellors Certification Federation office at ph: 1-866-624-1911, fax: 613-565-1001 or email: info@caccf.ca.

Submit your application forms in the following order with supporting documents.

1. Application Check List (Form # ICPS_1)
2. I.C.P.S. Certification Application (Form # ICPS_2)
(Submit copy of any name change legal documents)
3. Work Experience (Form # ICPS_3).
4. Education Cover Sheet (Form # ICPS_4) and Documentation of Education (Form # ICPS_4a to # ICPS_4d)
5. Supervised Practical Training (Form # ICPS_5)
6. Supervised Evaluation Form (Form # ICPS_6)
6. Consent to Release Information (Form # ICPS_7)
7. Code of Ethics - Read, Sign and Return Code of Ethics (Form # ICPS_8).
8. Fees & Mailing Instructions - Mail all forms, supporting documents and a copy of CACCF membership card with applicable fees to:

Canadian Addiction Counsellors Certification Federation
PO Box 408
Carp ON K0A 1L0

International Certified Prevention Specialist (I.C.P.S.) APPLICATION CHECKLIST

Please complete all the application material as listed below. The application must be typed or carefully printed, and **all requested information must be documented**. If your application does not meet the stated criteria you will be notified of deficiencies. If complete and accepted, you will be notified by mail.

Applicant's Name: _____

- D I.C.P.S. Application – (Form # ICPS_2)
- D Documentation of Work Experience (2,000 hours) – (Form #ICPS_3)
- D Education Cover Sheet (120 documented hours) – (Form #ICPS_4)
 - D Documentation of Education: ATOD Prevention Specific – (Form #ICPS_4a)
 - D Documentation of Education: Multi-Cultural/Specific Populations – (Form # ICPS_4b)
 - D Documentation of Education: Prevention Ethics – (Form #PS_4c)
 - D Documentation of Education: Other Prevention Related – (Form #ICPS_4d)
- D Supervised Practical Training (120 hours) – (Form #ICPS_5)
- D Supervised Evaluation Form – (Form #ICPS_6)
- D Read & Sign Consent to Release Information – (Form #ICPS_7)
- D Read & Sign Code of Ethics Agreement – (Form #ICPS_8)
- D Three (3) copies of the Prevention Program Model (follow directions as outlined in this manual)
- D Copy of CACCF Membership Card
- D Application Processing Fee 285.71+Applicable Taxes(includes exam fees): Enclosed is: Cheque
- D ___ Money Order ___ Visa ___ MasterCard ___
Account # _____ Expiry Date _____
Signature of Cardholder _____

Mail the completed application to:

CANADIAN ADDICTION COUNSELLORS CERTIFICATION FEDERATION
PO Box 408 Carp ON K0A 1L0 Email: info@caccf.ca

- ◆ CACCF suggests that you keep a copy of all information and letters relating to your application, which you have forwarded to them.
- ◆ CACCF reserves the right to request further information from you, all employers, and other persons listed on the application materials.
- ◆ CACCF and its examiners reserve the option to request additional personal interviews with the applicant.
- ◆ Please notify CACCF of any change of address.

**International Certified Prevention Specialist (I.C.P.S.)
DOCUMENTATION OF WORK EXPERIENCE**

Section I – Applicant Information *(all information must be typed or printed.)*

Name: _____

Section II – Program Information

Business Name: _____

Business Address: _____
Street
Suite

City _____ Province _____ Postal Code _____

Phone Number: _____ Email: _____

Section III – Documentation of Experience *(attach a copy of the applicant’s job description on, or attached to, program letterhead).*

Applicant’s position: _____

Beginning date: _____ Ending date: _____

Write below the average number of direct and indirect hours per week the applicant spent in the ATOD prevention activities of program coordination, education and training, community organization, public policy, professional growth and responsibility, and planning and evaluation. (Full time ATOD Prevention Specialists may enter 40 hours) _____

Section IV – Required Signature

By signing below, I attest that the applicant named in Section I worked as Prevention professional at this program providing prevention services.

 Signature of supervisor or program director Date

International Certified Prevention Specialists are required to have 2,000 hours of ATOD-related Prevention experience.

SUPERVISOR: Please complete and sign this form and return it to the applicant with a copy of the applicant’s job description, for submission with his/her Certification Application.

APPLICANT: Please enter the total number of documented experience hours on the Application Checklist.

International Certified Prevention Specialist (I.C.P.S.) EDUCATION COVER SHEET

Section I - Applicant Information

Name _____

Section II - Education Event Information

Complete the education documentation form(s) for workshops attended. Only the **minimum standard** needs to be documented.

International Certified Prevention Specialist - 120 total hours

_____ hours were ATOD Prevention Specific (50 hours)

_____ hours were Multi-Cultural/Specific Populations (45 hours)

_____ hours were prevention specific Ethics training (6 hours)

_____ hours related to the IC&RC Prevention Performance Domains (amount will vary)

_____ **Total Hours**

The Education requirement includes specific numbers of hours in the areas listed above. The following Documentation of Education worksheets (Forms # ICPS_4a to ICPS_4d) provide forms for each of the sub-requirements listed above. Complete those worksheets, attach certificates or other documentation of attendance for the listed training/course work, and total the number of hours on this cover sheet. Remember, you do not need to document any hours over the required hours. After completing these forms, transfer the information to this cover sheet and complete the Education Documentation hour's items on the Application Check List (Form # ICPS_1).

**International Certified Prevention Specialist (I.C.P.S.)
DOCUMENTATION OF EDUCATION
ATOD PREVENTION SPECIFIC**

Document each training course, seminar, workshop, etc., date(s) and contact hours using this format. **This form should reflect only workshops that were ATOD Prevention Specific.** Attach certificates of completion or other documentation verifying attendance at the below listed educational events. (Only document the minimum standard).

Name: _____

_____ hours were ATOD Prevention Specific

Title & sponsor / provider of training course, workshop, seminar, etc.	Date(s)	Hours
--	---------	-------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I.C.P.S. requires 50 hours of Alcohol, Tobacco or Other Drug Prevention specific education. Total the hours listed here and enter them on the appropriate line on the Education Cover Sheet (Form # ICPS_4).

**International Certified Prevention Specialist (I.C.P.S.)
DOCUMENTATION OF EDUCATION
ETHICS SPECIFIC**

Document each training course, seminar, workshop, etc., date(s) and contact hours using this format. **This form should reflect only workshops that were in prevention specific Ethics training..** Attach certificates of completion or other documentation verifying attendance at the below listed educational events. (Only document the minimum standard).

Name: _____

_____ hours were in Ethics training

Title & sponsor / provider of training course, workshop, seminar, etc.	Date(s)	Hours
--	---------	-------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I.C.P.S. requires 6 hours of Alcohol, Tobacco or Other Drug Ethics specific education. Total the hours listed here and enter them on the appropriate line on the Education Cover Sheet (Form # ICPS_4).

**International Certified Prevention Specialist (I.C.P.S.)
DOCUMENTATION OF EDUCATION
OTHER PREVENTION RELATED EDUCATION**

Document each training course, seminar, workshop, etc., date(s) and contact hours using this format. **This form should reflect only workshops that were related to the IC&RC Prevention Performance Domains.** Attach certificates of completion or other documentation verifying attendance at the below listed educational events. (Only document the minimum standard).

Name: _____

_____ hours were related to the IC&RC Prevention Performance Domains

Title & sponsor / provider of training course, workshop, seminar, etc.	Date(s)	Hours
--	---------	-------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List on this page the remainder of the prevention related education required to achieve 120 hours when totalled together with the previously documented training. To calculate the needed hours, subtract the other hours from your total. Total the hours listed here and enter them on the Education Cover Sheet (Form # ICPS_4).

International Certified Prevention Specialist (I.C.P.S.) SUPERVISOR'S EVALUATION FORM

Applicant's Name: _____

Supervisor's Name: _____

Supervisor's Professional Qualifications: _____

Business Name: _____

Business Address: _____
 _Number and Street City Province Postal Code

Telephone: (____) _____

SUPERVISOR PLEASE NOTE:

On the basis of your supervision of this candidate, rate his/her skill using the Likert Scale in each area below. Circle the appropriate number:

Likert Scale: 1 equals poor, 3 equals average, 5 equals exceptional

Planning and Evaluation

- | | |
|-----------|---|
| 1 2 3 4 5 | 1. Assess community needs by collecting the most current local data through systematic assessment methods in order to provide relevant data for the planning process. |
| 1 2 3 4 5 | 2. Develop a prevention plan by facilitating a planning process that considers the findings of the needs assessment in order to prioritize needs and guide program selection. |
| 1 2 3 4 5 | 3. Select strategies by reviewing professional literature for effective programs and practices in order to meet the needs of the target population. |
| 1 2 3 4 5 | 4. Apply sound prevention theory and practice by adapting or developing programs in order to meet the identified needs of the target population. |
| 1 2 3 4 5 | 5. Identify financial sources through networking, workshops, and research in order to fund prevention projects. |
| 1 2 3 4 5 | 6. Review evaluation options through consultation and research in order to determine an appropriate evaluation method. |
| 1 2 3 4 5 | 7. Conduct evaluation activities of the prevention program using the selected measurement tools to determine program effectiveness. |
| 1 2 3 4 5 | 8. Document project activities and outcomes using an appropriate reporting system in order to demonstrate accountability. |
| 1 2 3 4 5 | 9. Refine the prevention program by reviewing and incorporating findings of the evaluation in order to enhance program effectiveness. |

Education and Skill Development

- 1 2 3 4 5 1. Tailor education and skill development activities by gathering information about the knowledge and skill levels of the intended audience in order to maximize program effectiveness.
- 1 2 3 4 5 2. Connect prevention theory and practice by using current research and program models in order to prepare effective education and skill development activities.
- 1 2 3 4 5 3. Maintain fidelity when replicating research-based prevention programs by implementing them faithfully or making only adaptations that do not compromise program integrity in order to ensure program effectiveness.
- 1 2 3 4 5 4. Deliver culturally competent education and training by working with representatives from the intended audience to identify appropriate content, methods, resources, materials, and evaluation tools.
- 1 2 3 4 5 5. Conduce education and skills development activities by employing appropriate training techniques in order to address the educational needs of the intended audience.
- 1 2 3 4 5 6. Educate consumers by providing accurate, relevant, and appropriate information about ATOD abuse and related problems in order to encourage healthy lifestyles.
- 1 2 3 4 5 7. Disseminate appropriate information by identifying, adapting, or creating prevention materials in order to respond to request for prevention information and prepare for education and training activities.
- 1 2 3 4 5 8. Provide prevention information to professionals in related fields through appropriate means to increase their understanding of prevention and ATOD-related problems.

Community Organization

- 1 2 3 4 5 1. Define the community by identifying its demographic characteristics and core values for the purpose of providing appropriate prevention services.
- 1 2 3 4 5 2. Identify key community members using informal and formal processes in order to determine community readiness and ensure diverse participation.
- 1 2 3 4 5 3. Engage community leaders by including them in the planning process in order to foster participation and ownership in achieving prevention goals.
- 1 2 3 4 5 4. Identify prevention needs and resources within the community by collecting relevant information in order to provide a foundation for a sound and culturally appropriate plan.
- 1 2 3 4 5 5. Develop a prevention plan in accordance with appropriate prevention theory by collaborating with community members to achieve the identified goals.
- 1 2 3 4 5 6. Support the community by providing technical assistance in order to implement a plan for achieving prevention goals.
- 1 2 3 4 5 7. Develop the capacity of the community through ongoing mentoring and training to sustain positive change resulting from the prevention project.

Public and Organizational Policy

- 1 2 3 4 5 1. Identify policy makers using formal and informal processes in order to influence prevention policies and cultural and social norms.
- 1 2 3 4 5 2. Plan policy initiatives working in collaboration with appropriate community groups and other organizations in order to implement policy change.
- 1 2 3 4 5 3. Gain the support of decision makers by informing them about effective prevention practice in order to influence policy development.
- 1 2 3 4 5 4. Establish working relationships with media by serving as a credible resource in order to develop public support for effective prevention policy.
- 1 2 3 4 5 5. Promote advocacy for prevention by conducting prevention awareness campaigns to strengthen public and organizational policy and norms.

Professional Growth and Responsibility

- 1 2 3 4 5 1. Attain knowledge of current research-based prevention theory and practice by participating in appropriate educational opportunities and reviewing current literature in order to provide effective prevention services.
- 1 2 3 4 5 2. Model collaboration by networking with colleagues, other professionals, individuals, and community organization to ensure effective prevention services.
- 1 2 3 4 5 3. Practice ethical behaviour by adhering to legal and professional standards to protect the consumer and promote the integrity of the profession.
- 1 2 3 4 5 4. Recognize existing community norms through awareness of culture, lifestyle, and other factors in order to ensure sensitivity to the unique needs of the community.
- 1 2 3 4 5 5. Develop cultural competence through education, training, guided practice, and life experience to ensure inclusion of diverse populations and achieve the highest level of professional skill relative to the community.

Your general remarks are welcomed, if you wish to write any.

I hereby certify that all of the above answers are based on my supervision of this candidate, and are an honest appraisal of the candidate's knowledge and skill.

Signature: _____

Date: _____

The Canadian Addiction Counsellors Certification Federation appreciates your input in assessing this candidate. If need for further clarification, we would appreciate being able to contact you.

**ALL REFERENCES ARE TO BE RETURNED TO APPLICANT IN A SEALED ENVELOPE.
APPLICANT IS RESPONSIBLE TO SUBMIT REFERENCES WITH COMPLETE PORTFOLIO APPLICATION.**

**APPLICANTS FOR INTERNATIONAL CERTIFIED PREVENTION SPECIALIST
(I.C.P.S.) CERTIFICATION**

**CONSENT TO RELEASE INFORMATION TO
THE CANADIAN ADDICTION COUNSELLORS CERTIFICATION FEDERATION
(hereafter called "CACCF")**

1. I have presented full information concerning education, certification, accreditation, experience, special skills and certificates, as well as any disclosure of any unfavorable history with regard to prior employment.
2. You are requested and permitted to seek from my present employer, or any prior employer/institution/agency/person with which I have been associated, information concerning my professional competence and ethical character, including my knowledge or information as to whether my membership status of professional privileges have ever been suspended, revoked, reduced or not renewed at any other agency or institution.
3. I hereby authorize the CACCF to consult with the professional staffs of other facilities with which I have been associated, and with any other persons who may have information on competence, character and ethical qualifications.
4. I hereby consent to CACCF inspection of all records and documents that may be material to the requested certification.
5. I hereby release from any liability all representatives of the CACCF for acts, performed in good faith and without malice, concerning the evaluation of my credentials.
6. I hereby release from any liability all individuals and organizations who provide information to the CACCF in good faith and without malice concerning my competence, ethics, character, and other qualifications for certification, including otherwise privileged or confidential information.
7. I understand that any misrepresentation, deliberately erroneous information or omission of significant information relevant to my qualifications and competence for certification, now or in the future, will result in negative action by the CACCF, which may include denial of certification, suspension or revocation of certification or legal action.

NAME OF APPLICANT (print): _____

Signature

Date

Where the client does not expressly cancel the Consent, it shall automatically terminate six months from the signed date.

**International Certified Prevention Specialist (I.C.P.S.)
CODE OF ETHICS AGREEMENT**

I, the undersigned individual, have read and agree to adhere to the Code of Ethical Standards for Certified Prevention Professionals, as outlined in Appendix A, and understand that violation of the Ethical Standards for Certified Prevention Professionals may result in loss of certification.

Applicant Signature **Date**

Please Print or Type Your Name

- *Required for the INTERNATIONAL CERTIFIED PREVENTION SPECIALIST*
- *Complete the documentation of Ethics signature on the Application Checklist (Form # ICPS_1)*

SECTION 6
INTERNATIONAL CERTIFIED PREVENTION SPECIALIST (I.C.P.S.)
RE-CERTIFICATION REQUIREMENTS & APPLICATION FORMS

6.1 RE-CERTIFICATION OVERVIEW

Description

The International Certified Prevention Specialist (I.C.P.S.) certification expires two years from the last date of certification. To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, the Canadian Addiction Counsellors Certification Federation requires all International Certified Prevention Specialists (I.C.P.S.) to submit 40 hours of continuing education every two years to renew their certification. The continuing education must be specifically related to the IC&RC Prevention Performance Domains. **It is your responsibility to apply for re-certification.**

Process

Approximately six months in advance of re-certification due dates, the CACCF Office will notify members that they are due to re-certify by mailing a re-certification package that will contain the forms necessary for re-certification application. Please be sure to include the applicable re-certification fee with your documentation. Failure to submit the fee and documentation in a timely manner may result in loss of certification or additional requirements to re-certify. **Please keep your mailing address current with the CACCF Office.**

To be re-certified as an I.C.C.S., an individual must:

- a.) Be an CACCF member in good standing, which means consecutively paying the annual membership fee;
- b.) Hold a current and valid certificate issued by the Canadian Addiction Counsellors Certification Federation;
- c.) Endorse (by signature) and uphold (by practice) the Canadian Addiction Counsellors Certification Federation Code of Ethics specific to ATOD Prevention;
- d.) A minimum of 40 documented hours of continuing education units (CEU's) is required every two years. This education must be specific to the IC&RC Prevention Performance Domains.
- e.) Complete an accurate, signed application and submit the appropriate application fee.

Documentation of Education

Continuing Education Units will be granted on the basis of the actual *hours of attendance* at relevant sessions approved by the CACCF Application forms for submitting courses and workshops for approval to qualify for continuing education units (CEU's) are available from the CACCF office or the CACCF website, www.caccf.ca.

Many courses, particularly in the United States, give out certificates of attendance, and these certificates are acceptable. Where such a form is not available, provide a copy of the course, seminar or workshop outline, with a notation that you have taken it, signed by the course leader.

6.2 RE-CERTIFICATION FROM INACTIVE STATUS

In cases where an individual's I.C.P.S. has lapsed, the following procedure will apply.

From the date of expiration, there will be a 30-day grace period for re-certification materials to reach the CACCF office. If re-certification materials are not received within the 30-day grace period, the individual will no longer be certified. No extensions beyond the 30-day grace period will be granted.

However, the individual may become certified again by submitting his or her completed re-certification package, a \$120 re-certification administrative fee plus a \$10 per month late fee for each month past the re-certification date. If the prevention professional is successfully re-certified, the new expiration date will be the same as if the re-certification had occurred in a timely manner.

This process is effective only for 6 months from the date of re-certification. After 6 months, the individual must complete the entire process to become certified again.

SECTION 7
APPEALS PROCESS

7.1 APPEAL OF THE CERTIFICATION PROCESS

Portfolio or Written Exam

The appeal process will consist of the counsellor's petitioning the President of the Canadian Addiction Counsellors Certification Federation. The purpose of an appeal is to determine if the candidate's file was reviewed accurately, adequately, and fairly.

The petition requesting an appeal must be made, in writing, to the President of CACCF within 30 days of being notified of the Examination Board's action. A person shall be considered notified 3 days after the relevant date of mailing.

CACCF shall formally acknowledge the receipt of the appeal within 5 business days.

The President of CACCF shall, within 30 days, transmit the appeal request to the Executive Committee of the CACCF, who in turn shall conduct a review to determine if the total Board of the CACCF should hear the appeal. The Executive Committee shall schedule that hearing within 90 days of the receipt of the appeal request by the Executive Committee.

Notification of the time, place and date of the Executive Committee hearing shall be sent by registered mail to the petitioner. The petitioner has the right to appear at the hearing, the right to counsel, and the right to have witnesses present. The petitioner may request that a record of the proceedings be made at his/her expense.

After the petitioner's hearing, the Executive Committee will forward its recommendations to the full Board, and the petitioner will be notified within 30 days of the decision.

A report of the appeal and its resolution shall be made, and kept on file by CACCF

SECTION 8
REFUSAL OR REVOCATION OF CERTIFICATION

8.1 REFUSAL OF CERTIFICATION

Notwithstanding the candidate's successful completion of the certification process, CACCF may refuse to certify on the following grounds:

1. Employment of fraud or deception in applying for a certificate or in taking the examination provided in the procedure.
2. Practice of substance abuse counselling under a false name, or the impersonation of another counsellor of a like or different name.
3. Gross, flagrant, repetitive negligence or wrongful actions in the performance of his/her duties.
4. Violation of the Canon of Ethical Principles of the CACCF

8.2 REVOCATION OF CERTIFICATION

If the application and/or evaluation forms reveal possible grounds for refusal of certification, the Examination Committee will consider whether there are grounds for refusal or revocation on the basis of information submitted, and will submit their findings to the Board of Directors.

The Board of Directors shall then decide, if it determines the need, to appoint a Professional Conduct Review committee, to investigate complaints against the personal or professional conduct of any counsellor accredited by the CACCF. The membership of this committee shall be at the discretion of the CACCF Board of Directors.

Any person may, if they have cause, make a written complaint, about an Associate Counsellor of Alcohol and Drug, an International Certified Alcohol and Drug Counsellor or a Certified Clinical Supervisor, to the Board of Directors.

1. In the event that the Board of Directors decides to proceed with an investigation of a complaint, it will appoint a Professional Standards Review Committee, as above. The counsellor must be given at least twenty (20) days notice in writing of the complaint against him/her and of the hearing by the Review Committee.
2. The written notice will be mailed by registered mail, to the counsellor's last known address, but the non-appearance without good cause of the counsellor will not prevent such a hearing. The counsellor involved may appear in person at the hearing or may present his/her answer to the complaint in writing to the Review Committee.
3. The final decision of the Review Committee made at the hearing will be communicated in writing to the counsellor, and to the complainant, within one week after the hearing.

APPENDIX A
ATOD PREVENTION CODE OF ETHICAL STANDARDS

APPENDIX A - ATOD PREVENTION CODE OF ETHICAL STANDARDS

The Code of Prevention Ethics proposed by the Ad Hoc Committee of *the Prevention Program Standards Committee* of the International Certification and Reciprocity Consortium (IC & RC) has set forth recommendations for minimum standards of conduct for prevention professionals. These recommendations apply to certified prevention professionals and are to be used as a guide for developing Codes of Conduct for Certified Prevention Professionals/Specialists.

Standards of:

- **Competence**
- **Non-Discrimination**
- **Confidentiality**
- **Ethical Obligation to Community and Society/Public Advocacy**
- **Integrity**
- **Nature of Services**

1. Competence

The certified prevention professional/specialist (CPP/CPS) shall provide competent professional services in keeping with the IC & RC standards. Competent professional service requires a thorough knowledge of alcohol, tobacco and other drug prevention, skills in presentation and educational techniques, a willingness to maintain current and relevant knowledge through ongoing professional education. The certified prevention professional shall assess personal competence, recognize personal boundaries and limitations and not offer services beyond his/her skill or training level. Shall not claim either directly or by implication professional knowledge, qualifications or affiliation that they do not possess. Shall not lend his/her name to or participate in any professional or business relationship, which may knowingly misrepresent or mislead the public in any way. Shall not misrepresent his/her certification to the public or make false statements regarding their qualifications. Must ensure that any materials or products with which he/she is associated in developing or promoting, whether for commercial sale or other use, are presented in a professional and factual way. Must not misrepresent the work of others nor claim others work as their own.

2. Non-Discrimination

The certified prevention professional/specialist (CPP/CPS) shall not participate in discrimination on the basis of race, religion, age, gender, national ancestry, sexual identification or orientation, socio-economic status, marital status, political belief, HIV/AIDS status, or mental or physical ability. The CPP/CPS shall broaden his/her understanding and acceptance of cultural and individual differences, in order to render services and provide information sensitive to those differences.

3. Confidentiality

The Certified Prevention Professional/Specialist (CPP/CPS) shall be aware of and comply with all state, federal, and other jurisdictional guidelines, regulations, statutes and agency policies regarding confidentiality. It is imperative for CPP/CPS to know the regulations that apply with their respective jurisdictions.

4. Ethical Obligation to Community and Society/Public Advocacy

The Certified Prevention Professionals/Specialists (CPP/CPS) should advocate for consistent health promotion and awareness messages to the public. They should provide factual state of the art Alcohol, Tobacco and other Drug information to the consumers and prevention service programs, and advocate public policy that would help strengthen the overall health and well being of the community. According to their consciences, CPP/CPS should be proactive on public policy and legislative issues. The public welfare and the individuals right to services and personal wellness should guide the efforts of CPP/CPS to educate the public and policy makers. CPP/CPS should adopt a personal and professional stance, which promotes health.

5. Integrity

Integrity can accommodate the inadvertent error and the honest difference of opinion; it cannot accommodate the deceit of subordination of the principle. Personal gain and advantage should not subordinate service and the publics trust. The Certified Prevention Professional/Specialist (CPP/CPS) shall never knowingly make a false statement to the appropriate licensing/certifying disciplinary authority. They shall promptly alert a colleague to potentially unethical behaviour, report violations of professional conduct by others to the appropriate licensing/certifying disciplinary body when there is knowledge of the said professional being involved in violating professional standards. The CPP/CPS shall respect the integrity and protect the welfare of the consumer, and shall not engage in any action that violates the civil or legal right of the consumer. They shall not practice under a false name or under a name other than the name in which he/she is credentialed.

6. Nature of Services

Above all, Certified Prevention Professionals/Specialists (CPP/CPS) shall do no harm to service recipients. CPP/CPS shall practice respective and non exploitive practices. They shall protect consumers from harm and the profession from censure. They shall not place any individual in any activity or setting where such participation could harm the individual. The CPP/CPS shall maintain an objective and non-possessive relationship with those he/she serves, and shall not exploit them sexually, emotionally or otherwise. The CPP/CPS shall comply with or follow all laws, codes, rules and regulations that apply to professional conduct. They shall report child/other vulnerable individual abuse to the appropriate authorities.

APPENDIX B
IC&RC PREVENTION CERTIFICATION
PERFORMANCE DOMAINS & JOB TASKS

APPENDIX B - IC&RC PREVENTION CERTIFICATION PERFORMANCE
DOMAINS AND JOB TASKS

Domain 1 – Planning and Evaluation

1. Assess community needs by collecting the most current local data through systematic assessment methods in order to provide relevant data for the planning process.
2. Develop a prevention plan by facilitating a planning process that considers the findings of the needs assessment in order to prioritize needs and guide program selection.
3. Select strategies by reviewing professional literature for effective programs and practices in order to meet the needs of the target population.
4. Apply sound prevention theory and practice by adapting or developing programs in order to meet the identified needs of the target population.
5. Identify financial sources through networking, workshops, and research in order to fund prevention projects.
6. Review evaluation options through consultation and research in order to determine an appropriate evaluation method.
7. Conduct evaluation activities of the prevention program using the selected measurement tools to determine program effectiveness.
8. Document project activities and outcomes using an appropriate reporting system in order to demonstrate accountability.
9. Refine the prevention program by reviewing and incorporating findings of the evaluation in order to enhance program effectiveness.

Domain 2 – Education and Skill Development

10. Tailor education and skill development activities by gathering information about the knowledge and skill levels of the intended audience in order to maximize program effectiveness.
11. Connect prevention theory and practice by using current research and program models in order to prepare effective education and skill development activities.
12. Maintain fidelity when replicating research-based prevention programs by implementing them faithfully or making only adaptations that do not compromise program integrity in order to ensure program effectiveness.
13. Deliver culturally competent education and training by working with representatives from the intended audience to identify appropriate content, methods, resources, materials, and evaluation tools.

14. Conduce education and skills development activities by employing appropriate training techniques in order to address the educational needs of the intended audience.
15. Educate consumers by providing accurate, relevant, and appropriate information about ATOD abuse and related problems in order to encourage healthy lifestyles.
16. Disseminate appropriate information by identifying, adapting, or creating prevention materials in order to respond to request for prevention information and prepare for education and training activities.
17. Provide prevention information to professionals in related fields through appropriate means to increase their understanding of prevention and ATOD-related problems.

Domain 3 – Community Organization

18. Define the community by identifying its demographic characteristics and core values for the purpose of providing appropriate prevention services.
19. Identify key community members using informal and formal processes in order to determine community readiness and ensure diverse participation.
20. Engage community leaders by including them in the planning process in order to foster participation and ownership in achieving prevention goals.
21. Identify prevention needs and resources within the community by collecting relevant information in order to provide a foundation for a sound and culturally appropriate plan.
22. Develop a prevention plan in accordance with appropriate prevention theory by collaborating with community members to achieve the identified goals.
23. Support the community by providing technical assistance in order to implement a plan for achieving prevention goals.
24. Develop the capacity of the community through ongoing mentoring and training to sustain positive change resulting from the prevention project.

Domain 4 – Public and Organizational Policy

25. Identify policy makers using formal and informal processes in order to influence prevention policies and cultural and social norms.
26. Plan policy initiatives working in collaboration with appropriate community groups and other organizations in order to implement policy change.
27. Gain the support of decision makers by informing them about effective prevention practice in order to influence policy development.
28. Establish working relationships with media by serving as a credible resource in order to develop public support for effective prevention policy.

29. Promote advocacy for prevention by conducting prevention awareness campaigns to strengthen public and organizational policy and norms.

Domain 5 – Professional Growth and Responsibility

30. Attain knowledge of current research-based prevention theory and practice by participating in appropriate educational opportunities and reviewing current literature in order to provide effective prevention services.
31. Model collaboration by networking with colleagues, other professionals, individuals, and community organization to ensure effective prevention services.
32. Practice ethical behaviour by adhering to legal and professional standards to protect the consumer and promote the integrity of the profession.
33. Recognize existing community norms through awareness of culture, lifestyle, and other factors in order to ensure sensitivity to the unique needs of the community.
34. Develop cultural competence through education, training, guided practice, and life experience to ensure inclusion of diverse populations and achieve the highest level of professional skill relative to the community.