

Colorado Prevention Certification Board

Policies and Procedures Manual

COLORADO PREVENTION CERTIFICATION BOARD PURPOSE

The Colorado Prevention Certification Board (CPCB) is recognized by the International Certification and Reciprocity Consortium (IC&RC) as the governing body for professional certification activities for the substance abuse and addiction prevention field in Colorado. The CPCB approves certification credentials for qualified prevention specialists, advanced prevention specialists and intern prevention specialists. The CPCB also administers certification examinations, certifies providers of continuing education, monitors and enforces counselor ethics and promotes reciprocity with other jurisdictions.

The CPCB is a committee of the Colorado Providers Association (COPA), also known as the Colorado Association of Alcohol and Drug Service Providers. As a committee of COPA, CPCB's policies and procedures shall not conflict with COPA's Bylaws, Articles of Incorporation or other governing documents. All conflicts between CPCB's policies and procedures and COPA's governing documents shall be resolved in favor of COPA's governing documents.

The CPCB is a member of IC&RC, which establishes international standards and facilitates reciprocity for the credentialing of prevention professionals. In accordance with IC&RC standards, the CPCB shall act independently in all matters relating to certification and have full authority to establish prevention certification policies, procedures and standards.

CPCB COMPOSITION, AUTHORITY AND POLICIES

Board Composition

As governed by COPA's bylaws, the CPCB shall be composed of a minimum of seven (7) Directors. The Board shall include the Director of the Office of Prevention Services within the Colorado Office Behavioral Health (OBH) or the Director's designated representative. The remaining six open director positions shall be filled by current members of COPA.

The CPCB has responsibility for securing and appointing Directors subject to ratification by the COPA Executive Committee. Candidates for an open CPCB Director position are solicited by recommendation or self-nomination. Sitting CPCB Directors shall elect a director based on a review of the candidate's qualifications and the needs of the CPCB.

Open directors shall serve 2-year terms. Terms shall be staggered so that 3 open director positions shall be filled each year. If a director ends service on the CPCB prior to the completion of the term, a new director shall be selected by the remaining Directors, subject to approval by the COPA Executive Committee, to complete the term of the departing director.

Directors may be removed from their position for violations of the CPCB's ethical standards, failure to disclose a conflict of interest, criminal conduct, failure to regularly participate in CPCB activities or other conduct detrimental to the Colorado Certified Prevention program or the Colorado Providers Association. Decisions to remove a CPCB Director shall be made by the COPA Executive Committee.

Officers

The CPCB composition shall include the following officers:

1. Chairperson – The Chairperson oversees all activities of CPCB and serves as a member of the COPA Board of Directors.
2. Chairperson-Elect – The Chairperson-elect shall be elected by a two-thirds majority vote of CPCB Directors at least two years prior to the end of the CPCB Chair’s term. The Chairperson-Elect shall assume the role of Chairperson following the completion of the Chairperson’s term.

The Director of OBH or the Director’s designee on the Board shall not be eligible for the position of Chairperson or Chairperson-elect. Annually and at time of appointment each CPCB Director will submit a conflict of interest statement to the Executive Director of COPA.

Authority

The CPCB shall have the sole authority to approve or deny certification credentials for qualified prevention specialists, advanced prevention specialists and intern prevention specialists.

The CPCB will consult with and obtain approval from the COPA Executive Committee for the following decisions:

1. Adoption of an annual budget;
2. Any and all obligations that would encumber CPCB or COPA;
3. Administrative, legal or management support services;
4. Acceptance or provision of grants, contracts and publications;
5. Dissemination of any requests for proposals to accomplish aspects of the certification program;
6. Changes in certification fees.

Ethical Standards

CPCB directors and staff shall conduct themselves in such a manner as to preserve and protect the integrity of Colorado’s professional certification activities. The CPCB shall behave in accordance with the following principles:

Responsibility

- CPCB directors and staff recognize their personal responsibility for the quality of their work and make every effort to ensure that their skills are used appropriately. They recognize that they bear a heavy social responsibility because their professional actions and recommendations may alter the lives of others.

- CPCB directors and staff recognize their personal responsibility for continued growth through training, professional reading, supervision and continuing education.
- CPCB directors and staff shall conduct themselves in such a manner as to support the integrity and reputation of the Colorado Certified Prevention Board. Acceptance of a director position on the CPCB or as CPCB staff implies substantial agreement with the policies and principles of the CPCB.
- CPCB directors and staff recognize their personal responsibility to attend and participate in CPCB meetings.

Confidentiality

All application information received and reviewed by the CPCB is for the sole purpose of determining the qualifications of an applicant. CPCB Directors, staff and contractors shall not release any information about an applicant without the written consent of the applicant or the COPA Executive Committee.

Breach of Standards

A breach of ethical conduct on the part of any CPCB director will result in a review by the remaining members of the CPCB and may result in the termination of the Director’s term.

CPCB STAFF

Staff support for the CPCB shall be provided by COPA. All final decisions about staff support for the CPCB shall be made by the COPA Executive Director and COPA Executive Committee.

Part II
Basic Administrative Operations

Application and Credentialing Procedures

Purpose for Certification

The Colorado Prevention Certification Board (CPCB) strives to advance the field of prevention as a viable and effective professional discipline to benefit Colorado communities. It is the mission of the CPCB to establish and promote the credentialing standards of excellence in the field of prevention.

The Purpose of a Certification in Prevention

- To establish and recognize basic standards for professional competence in the prevention field.
- Establish and confirm the credibility of the prevention profession with consumers, employers, funders, and the general public.
- Certification credentials are based on experience and competencies as set by the International Certification & Reciprocity Consortium (IC&RC). All applicants are

required to demonstrate their competency defined in the CPCB application manual and pass an IC&RC exam administered at designated testing locations.

Statement of Inclusion

Applicants for certification credentials will not be discriminated against because of race, religion, creed, color, sex, age, national origin, gender, sexual orientation, gender identity, marital status, veteran status, or disability. Each person is judged on his/her own merit in determining certification credentials. However, the CPCB does reserve the right to refuse or deny certification to applicants based on insufficient applicant data and/or informational and statistical data.

IC&RC Certification Credentials

The Colorado Prevention Certification Board sets the parameters for each certification credential based on IC&RC guidelines. The CPCB may choose to add additional requirements for each credential as recommended by the CPCB Board of Directors. Any additions to IC&RC minimum certification credentials must be given final approval through a majority vote by the CPCB.

Non-IC&RC Credentials

The CPCB may also manage, administer, and/or develop credentials that are not affiliated with the IC&RC. Any non-IC&RC credentials and subsequent guidelines must be approved by a vote of the CPCB and the Executive Committee of the Colorado Providers Association (COPA).

Application Procedures

General

All applications for certification are to be performed online via www.copreventionworks.org unless a specific disability or a technical inability prevents applicants from accessing the application from the Internet. The COPA Executive Director is responsible for the final decision to issue a non-electronic application. If the applicant feels that a decision by the Executive Director is not adequate he may make an appeal to the CPCB.

Application Timeline

There is no specific timeline to complete an application. Applicants can start, stop, and continue their application at any time.

Grandfathering Application Timeline

The CPCB will accept grandfathered applications until October 29, 2013. All grandfathered applications must meet the requirements detailed on www.copreventionworks.com. To be considered within the grandfathering period, the applicant must have completed application requirements by October 29, 2013. The CPCB may allow applicants to correct portions of the application that allow an applicant to be considered grandfathered until November 29, 2013. All applications that are completed or corrected after November 29, 2013 will not be considered as grandfathered.

Basic Grandfathering Procedures

Applicants that have applied for grandfathering must meet the CPCB specified criteria and application requirements for the certification credential, but are not required to take the examination. Some CPCB application requirements may be waived to expedite the process (i.e. peer reviews). However, none of the IC&RC basic guidelines shall be waived. Pricing and payment plans may vary from standard fees due to the grandfathering structure.

Administrative Assistance

CPCB staff or designated agencies can assist applicants with the application process. Assistance can be provided to help applicants navigate through the application smoothly. Sessions may be provided in various regions based upon the level of requests for assistance. Individual assistance will be offered via phone or email on a limited basis. Please note, staff, designated agency staff or the Board cannot tell an applicant how to answer any specific questions (i.e. background information) or how to label data (i.e. match training with a domain or core curriculum). Staff or the Board can offer guidance via multiple options or suggestions, but the applicant must record his/her own data. All final decisions regarding certification shall be made by the CPCB.

Application Notifications

Notifications will be generated via the online application system and sent to applicants, supervisors, and/or peers as needed.

Employment, Supervision, and Volunteer Notifications

When an applicant enters reference information for employment, supervision, or peer review, the applicant will be prompted to download a questionnaire for the reviewer or have an email questionnaire sent to the reviewer. It is the responsibility of the applicant to make sure the reviewer receives and returns the questionnaire. In some instances, the reviewer may lose the questionnaire or state that the questionnaire never arrived. In that case, the CPCB staff may access the individual's record and resend the questionnaire. If the applicant wants to resend a hard copy of the questionnaire, the applicant is responsible for downloading the document and delivering it to the reviewer.

Code of Ethics Acknowledgement

The online application is designed to prompt applicants to acknowledge the code of ethics. If this portion of the application is not completed, the applicant will not be able to proceed to the final portions of the application. This must be acknowledged without exception.

Staff Review of Applications

After the applicant has submitted all application materials, CPCB staff will determine whether the application is complete and meets the minimum criteria for Board review established by the CPCB. If the application does not meet the minimum criteria for Board review, CPCB staff will notify the applicant of deficiencies and steps needed to complete the application. If the application meets the minimum criteria for review, CPCB staff will submit the application for review by the Board directors at the next regularly scheduled CPCB meeting.

Board Review of Applications

The CPCB shall meet regularly to review applications. The meeting schedule shall be determined by the COPA Executive Director. However, CPCB meetings shall be scheduled so that all applicants who have submitted a complete application shall be notified of the CPCB's final decision about the application by the last business day of the month following the submission of the complete application.

Each CPCB meeting shall require a quorum of directors to conduct business. A majority of appointed directors shall constitute a quorum. Directors may attend Board meetings by telephone. If a quorum is present, all decisions to approve an application must be made by a majority of directors in attendance.

At each CPCB meeting, the CPCB staff shall present to the CPCB candidates that have completed applications. Successful applicants must be approved by a majority vote of the CPCB.

Certification Exam

After October 29, 2013, new applicants who have not been previously certified in Colorado or a reciprocal jurisdiction, must complete the CPCB certification exam. Upon completion and acceptance of all application requirements, the applicant will receive an email indicating that they must contact CPCB staff in order to preregister for the certification exam. The applicant can specify the date and time to take the examination within the specified Schroeder Measurement Technologies (SMT) testing group framework. Testing locations, times and dates are located at www.isotesting.com. Once an applicant has requested a testing date, location, and time, the CPCB staff will preregister the candidate.

The fees charged to the CPCB associated with the Computer-Based Test are:

- \$115 per candidate
- Cancellation/Reschedule Fee: \$25 per candidate
- No Show/Late Cancellation: \$115 per candidate

To pre-register a candidate, the CPCB staff will go to www.isotesting.com and click the "Take a Test" tab. Then click the "Register for an Exam" tab. At this point the CPCB staff will enter his/her user name and password. Then click the pull-down tab in the contract section and click "IC&RC". Next, fill out all requested fields and submit.

The applicant will receive an email from SMT regarding verification of the registration. Once that information is verified, SMT will be responsible for future communications with the applicant. When the exam has been completed, SMT will email the score to the corresponding CPCB address.

Helpful hint: Almost all information that will assist in the testing process can be found at www.internationalcredentialing.org in the member section.

Notification of application acceptance or rejection

Applicants shall be notified of the acceptance or rejection of an application within 10 business days of the CPCB's decision. Successful applicants will receive a certificate indicating that they are a certified prevention specialist.

Once all requirements have been met during a grandfathering process, or the successful completion of an examination, the CPCB staff shall send the applicant's information, with applicable fees, to IC&RC.

Application Fees

All fees are non-refundable. The cost of the prevention certification up until October 29, 2013 will be \$200, with \$50 of it being paid upon initiating the application process and the remaining \$150 due upon completion of the application. The grandfathering period ends October 29, 2013. Beginning October 30, 2013 the cost of the prevention certification will be \$295, with \$50 of it being paid upon initiating the application process and the remaining \$245 due upon completion of the application. Upon completion and acceptance of all application requirements, the applicant will receive an email indicating that they must contact CPCB staff in order to pre-register for the certification exam. There will be an additional charge of \$150 if the applicant does not pass the exam and needs to re-test.

Non-discrimination policy

The CPCB provides credentialing services to any qualified individual regardless of race, color, national origin, gender, gender identification, religious preference, sexual orientation, or disability.

Individuals will not be subjected to segregation or separate treatment in any manner related to receipt of credentialing services. The CPCB board, CPCB staff and CPCB contractors are encouraged to use non-sexist, gender inclusive language in agency-related oral and written communications.

All CPCB staff and Board members should avoid any form of discrimination in the process of assisting and/or implementing credentialing services to applicants or interested parties. If an applicant or certified client believes he or she has received unfair treatment due to race, color, sex, national origin, age, religious preference, sexual orientation or disability, he or she may file a complaint with the CPCB's administrator.

Applicant Appeals

Applicants may request a formal appeal regarding eligibility for credentialing. The COPA Executive Director shall maintain documentation of all appeals for a period of at least two years.

Initial Review - All applicants who wish to appeal a decision by the CPCB shall first submit a written notice of appeal to the COPA Executive Director. The notice of appeal shall contain the applicants full legal name, the applicants correct contact information including mailing address, phone number and email address, and the reason for appeal. The written notice of appeal shall be submitted to the Executive Director by email at matt@coprovidersassociation.org. The Executive Director shall review each written appeal within 30 days. If the Executive Director determines that the appeal contains information likely to change the decision of the CPCB, the Executive Director shall submit the applicants appeal and application to the CPCB for review at the next regularly scheduled CPCB meeting.

If the Executive Director determines that an appeal contains no substantially new information or is unlikely to change the determination by the CPCB, the Executive Director shall notify the applicant within 30 days of the receipt of the appeal that the appeal has been denied.

Second Appeal - If the applicant is not satisfied with the outcome of the Initial Review, the applicant may appeal the decision to the full CPCB. To file a second appeal, the applicant, within 30 days of receipt of a decision that the initial review has been rejected, shall submit in writing a second notice of appeal. The second notice of appeal shall be addressed to the CPCB chairperson and submitted to the COPA Executive Director. The appeal shall clearly indicate it is a second notice of appeal and should clearly indicate the applicant's reason for a second appeal. The Executive Director shall submit the second notice of appeal to the Chairperson for consideration by the full CPCB. The Chairperson will issue a written decision within two weeks of the date he/she receives the applicant's request for review. This decision will be the final decision of the agency.

Certification Renewal

Prevention specialist certification is valid for two years. To renew prevention specialist certification, an applicant must follow the procedures for renewal on the prevention certification web site at www.copreventionworks.org. All certification renewals must be made by October 31 of the year which the certification expires.

Violations of the Code of Ethics

All Colorado Certified Prevention Specialists must strictly adhere to the Code of Professional Ethics. The Colorado Prevention Certification Board and CPCB staff may for any reason investigate any applicant or certified Prevention Specialist for a violation of the Code of Ethics. When initiating an investigation, the Board and CPCB staff shall provide written notice to the applicant or certified prevention specialist that the Board is investigating a potential breach of the Code of Professional Ethics. The Board shall provide the applicant or certified prevention specialist an opportunity to submit evidence regarding any possible breach of the Code of Professional Ethics prior to any decision.

If the Board determines by a preponderance of the evidence available that an individual applicant or certified prevention specialist has violated the Code of Ethics or that there is an appearance of impropriety the Board may issue sanctions against the individual. Sanctions may include the suspension of an application or certification for up to two years, a permanent revocation of the application or certification, or other sanctions deemed appropriate by the Board. Applicants or certified prevention specialists shall be provided written notice of any Board sanction within 10 business days of the Board decision.

Anyone sanctioned by the Board may appeal the decision. To appeal the decision, the applicant or certified prevention specialist shall provide a written notice of appeal to CPCB staff within 30 business days of the Board decision. The written notice shall clearly indicate the individual's intent to appeal, reasons for appeal, and additional information the individual believes to be relevant for the case.

The Board shall consider an appeal at the next regularly scheduled Board meeting following the receipt of the written notice of appeal. At its discretion, the Board may also schedule an appeal hearing for an appellant prior to the review of a written appeal. The Board's review of an appeal shall be the final decision regarding sanctions.

Financial Procedures

All revenue, assets, spending and finances of the CPCB shall be managed by the COPA treasurer at the direction of the COPA Executive Committee.