



**Prevention Apprentice Certification (PA)
Certified Preventionist (CP)
and
Internationally Certified Prevention
Specialist (ICPS)**

Application Manual

Prepared By: Prevention Credentialing Consortium of Georgia, Inc.

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Section 1: Overview

Purpose for Certification

The Prevention Credentialing Consortium of Georgia, Inc. (PCCG) works to advance prevention as a viable and effective professional discipline to benefit Georgia communities. It is the mission of PCCG to establish, promote, certify and maintain professional credentials that uphold standards of excellence in the field of prevention.

The purpose of a certification in prevention is to:

- Establish and recognize basic standards for professional competence in the prevention field and,
- Establish and confirm the credibility of the prevention profession with consumers, employers and funders.

Certification is based on experience, knowledge and competencies as set by PCCG in affiliation with the International Certification & Reciprocity Consortium (IC&RC). IC&RC, founded over 30 years ago, currently certifies over 45,000 professionals worldwide. The goal of IC&RC is to provide uniform professional standards giving the fields of behavioral health, mental health, substance abuse, and prevention greater visibility in the U.S. and abroad. As a result of IC&RC membership, certified professionals may enjoy reciprocity with other states, all branches of the U.S. military, and several international countries. All applicants are required to demonstrate their competency as defined in this manual.

Definition of Prevention

The IC&RC and PCCG define prevention as “a pro-active process of helping individuals, families and communities to develop the resources needed to develop and maintain healthy lifestyles. Prevention focuses upon the development 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 behaviors including, but not limited to, alcohol, tobacco and other drug abuse, crime and delinquency, violence, vandalism, mental health problems, family conflict, parenting problems, stress and burnout, child abuse, learning problems, school failure, school dropouts, teenage pregnancy, depression and suicide.”

Levels of Certification

PCCG recognizes three levels of prevention credentialing in Georgia: Prevention Apprentice (PA), Certified Preventionist (CP) and Internationally Certified Prevention Specialist (ICPS). The type of certification sought depends on the applicant's past and current work and/or volunteer involvement, experience in the prevention field, educational background, and knowledge base. Applicants may apply for any level for which they meet the requirements. It is not required to become a PA before becoming a CP or an ICPS. Specific requirements for each level are listed in Section 3 of this manual.

Ethics in Prevention

Clear ethical principles guide a professional's responsibilities to the public, to service recipients, and to colleagues within and outside of the prevention field. Applicants must read and agree to abide by the PCCG Code of Ethical Conduct included in the application.

Section 2: Prevention Domains and Core Functions

The following performance domains and core functions were developed after a rigorous Prevention Specialist Job Task Analysis conducted by IC&RC in 2013. In the past, many of the core functions related specifically to substance abuse prevention. They were broadened to include mental, emotional and behavioral health. The domains and core functions are designed to measure an individual's competency in the field of prevention. They are used to identify continuing education and training needs and are the basis for the CP oral interview and the IC&RC Prevention Specialist exam that must be taken by ICPS candidates.

Domain 1: Planning and Evaluation

Core Functions

- 1.1 Determine the level of community readiness for change.
- 1.2 Identify appropriate methods to gather relevant data for prevention planning.
- 1.3 Identify existing resources available to address community needs.
- 1.4 Identify gaps in resources based on the assessment of community conditions.
- 1.5 Identify target audiences.
- 1.6 Identify factors that place persons in a target audience at greater risk for the identified problem.
- 1.7 Identify factors that provide protection or resilience for the target audience.
- 1.8 Determine priorities based on a comprehensive community assessment.
- 1.9 Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.
- 1.10 Select prevention strategies, programs, and best practices to meet the identified needs of the community.
- 1.11 Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- 1.12 Identify appropriate prevention program evaluation strategies.
- 1.13 Administer surveys/pre/posttests and work plan activities.
- 1.14 Conduct evaluation activities to document program fidelity.
- 1.15 Collect evaluation documentation for process and outcome measures.
- 1.16 Evaluate activities and identify opportunities to improve outcomes.
- 1.17 Utilize evaluation to enhance sustainability of prevention activities.
- 1.18 Provide applicable workgroups with prevention information and support to meet prevention outcomes.
- 1.19 Incorporate cultural responsiveness into all planning and evaluation activities.

- 1.20 Prepare and maintain reports, records, and documents pertaining to funding sources.

Domain 2: Prevention Education and Service Delivery

Core Functions:

- 2.1 Coordinate prevention activities.
- 2.2 Implement prevention education and skill development activities appropriate for the target audience.
- 2.3 Provide prevention education and skill development programs that contain accurate, relevant, and timely content.
- 2.5 Maintain program fidelity when implementing evidence-based practices.
- 2.6 Serve as a resource to community members and organizations regarding prevention strategies and best practices.

Domain 3: Communication

Core Functions:

- 3.1 Promote programs, services and activities and maintain good public relations.
- 3.2 Participate in public awareness campaigns and projects relating to health promotion across the continuum of care.
- 3.3 Identify marketing techniques for prevention programs.
- 3.4 Apply principles of effective listening.
- 3.5 Apply principles of public speaking.
- 3.6 Employ effective facilitation skills.
- 3.7 Communicate effectively with various audiences.
- 3.8 Demonstrate interpersonal communication competency.

Domain 4: Community Organization

Core Functions:

- 4.1 Identify the community demographics and norms.
- 4.2 Identify a diverse group of stakeholders to include in prevention planning and programming activities.
- 4.3 Build community ownership of prevention programs by collaborating with stakeholders when planning, implementing, and evaluating prevention activities.
- 4.4 Offer guidance to stakeholders and community members in mobilizing for community change.
- 4.5 Participate in creating and sustaining community-based coalitions.
- 4.6 Develop or assist in developing content and materials for meetings and other related activities.
- 4.7 Develop strategic alliances with other service providers within the community.
- 4.8 Develop collaborative agreements with other service providers within the community.
- 4.9 Participate in behavioral health planning and activities.

Domain 5: Public Policy and Environmental Change

Core Functions:

- 5.1 Provide resources, trainings, and consultations that promote environmental change.
- 5.2 Participate in enforcement initiatives to affect environmental change.
- 5.3 Participate in public policy development to affect environmental change.
- 5.4 Use media strategies to support policy change efforts in the community.
- 5.5 Collaborate with various community groups to develop and strengthen effective policy.
- 5.6 Advocate to bring about policy and/or environmental change.

Domain 6: Professional Growth and Responsibility

Core Functions:

- 6.1 Demonstrate knowledge of current prevention theory and practice.
- 6.2 Adhere to all legal, professional, and ethical principles.
- 6.3 Demonstrate cultural responsiveness as a prevention professional.
- 6.4 Demonstrate self-care consistent with prevention messages.
- 6.5 Recognize the importance of participation in professional associations locally, statewide, and nationally.
- 6.6 Demonstrate responsible and ethical use of public and private funds.
- 6.7 Advocate for health promotion across the life span.
- 6.8 Advocate for healthy and safe communities.
- 6.9 Demonstrate knowledge of current issues of addiction.
- 6.10 Demonstrate knowledge of current issues of mental, emotional, and behavioral health.

Core Prevention Training Curriculum (Core Courses)

As part of the overall training hours required for all levels of PCCG certification, 30 contact hours must include the following four core courses. These courses provide a general overview of the performance domains and core functions.

- **Fundamentals of Prevention (12 contact hours)** – This course covers the history of prevention in the United States and Georgia, basic prevention concepts, theories and strategies and an overview of strategic planning.
- **Prevention Ethics (6 contact hours)** – This course covers ethical practices related to the field of prevention.
- **Cultural Competency (6 contact hours)** – This course covers topics related to cultural differences, considerations and competencies as they relate to the six domains and the field of prevention.
- **Communication Skills for the Prevention Professional (6 contact hours)** – This course covers the topics of interpersonal communication, facilitation, public speaking, listening skills, public awareness campaigns, and marketing basics.

These core courses must be facilitated by training providers who have been approved by PCCG. Other courses with similar titles or content will not be eligible for the core course requirement unless they have been previously approved by PCCG. Eligible training providers will have successfully completed PCCG's training approval process. Applicants should look for references on course brochures, flyers, and announcements that the class has been approved by PCCG to insure receiving core prevention training credit. These training hours must have been received within **two (2) years** of application date.

The following coursework has been approved by PCCG in lieu of the listed core courses as long as the course was taken within two (2) years of application date and the candidate has documentation of course completion:

- The **Substance Abuse Prevention Skills Training (SAPST)** will be accepted in lieu of the Fundamentals of Prevention core course (12 hours) and the Cultural Competency core course (6 hours). The remaining hours may be applied to the prevention domains or the substance abuse-specific training requirements. If the SAPST was taken longer ago than two years, but within the past five years, it may be counted for continuing education requirements, but not for the two core courses.
- The **Ethics in Prevention: A Guide for Substance Abuse Prevention Practitioners**, a 6-hour moderated online course offered periodically by Prevention Solutions for a fee will be accepted in lieu of the Prevention Ethics core course (6 hours). For more information about this course and to register when it is available, visit <https://psonline.edc.org/>.

Section 3: Criteria

Prevention Apprentice (PA)

This is an entry level pre-certification. It is intended for those entering the field of prevention in academic, employment or volunteer situations. This certification is issued for a two-year period and is re-certifiable for one additional two-year period. During this time, those certified with PA status will need to apply for CP or ICPS certification to remain credentialed in Georgia. Those applying for a second two-year certification must show progress toward applying for CP or ICPS either through additional training hours, work experience, or both. PA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. PA recertification applications must document attempts at additional training and work experience. This certification is *not* eligible for reciprocity with IC&RC states.

Criteria for PA Application:

- **Residency** - Applicants must live or work 51% of the time within Georgia.
- **Work/Volunteer Experience** – There is no minimum requirement for initial certification at this level. At least 100 hours of paid or volunteer experience in planning or delivering prevention services is required for the one-time recertification at this level.
- **Formal Education** – There is no educational requirement for this level of certification.
- **Education/Training** – Thirty (30) contact hours of the Core Prevention Training courses approved by PCCG is required for initial certification.
- **These four core courses (or any courses that have been approved by PCCG in lieu of one or more core courses) must have been taken within two (2) years of the application date.** At least 18 additional contact hours of prevention-specific training is required for recertification. All training listed on the initial and recertification applications must be accompanied by certificates of attendance/completion issued by the training provider.
- **Supervised Practical Experience** – There is no practicum required for this level of certification.
- **References** – A letter of recommendation from an instructor, supervisor or volunteer coordinator must be sent with the application. This letter should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview/Testing** – There are no interview or testing requirements for this level.

Certified Preventionist (CP)

The CP certification is designed for those that have been working or volunteering in the field of prevention for at least a year, have completed additional training related to the field and can demonstrate knowledge and skills based on the six prevention Performance Domains and their related core functions in an oral interview. This certification is *not* eligible for reciprocity with IC&RC states.

Criteria for CP Application:

- **Residency** - Applicants must live or work 51% of the time within Georgia.

- **Work/Volunteer Experience** – At least 1 year (2000 hours) of paid or volunteer experience in planning or delivering prevention services.
- **Formal Education** – Applicant must have attained a high school diploma or equivalent (i.e., GED). This requirement will be waived if the applicant has previously been certified at the PA level.
- **Continuing Education/Training** – At least 120 contact hours of prevention-specific training with the following requirements:
 - Thirty (30) hours for the four Core Prevention Training courses approved by PCCG.
 - **The four core courses (or any courses that have been approved by PCCG in lieu of one or more core courses) must have been taken within two (2) years of the application date** unless you are upgrading from the PA level.
 - Twenty-four (24) hours must specifically relate to substance abuse prevention topics.
 - At least ten (10) hours of training must be aligned to each performance domain.
 - Non-core course hours must have been taken within five (5) years of the CP application date.
 - Applicants may use unlimited online courses. Core courses may be offered online by approved training providers.
 - Relevant college and graduate courses may be used to meet this requirement as long as they were taken within five years of application. Evidence for these courses would consist of official transcripts.
 - One quarter hour of relevant college course = 10 contact hours
 - One semester hour of relevant college course = 15 contact hours
 - To be eligible for consideration, **all training listed on the application must be accompanied by certificates of attendance/completion** issued by the training provider. In certain circumstances, an email or letter from the training provider attesting that the candidate completed the training will be accepted. Such documentation must include the candidate's name, the title and date(s) of the training, the name of the training provider and the total contact hours.
- **Supervised Practical Experience** – There is no practicum required for this level of certification.
- **References** – Two (2) letters of recommendation from supervisors or volunteer coordinators must be sent with the application. Letters should document the character, professionalism and competency of the applicant.
- **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
- **Interview**– Applicants must demonstrate knowledge and skills based on the six performance domains and core functions, the code of ethics and cultural

competency in an oral interview. Interviews are conducted by two prevention professionals credentialed by PCCG at the CP or ICPS level. Interviews may be conducted in person or through Zoom.

Internationally Certified Prevention Specialist (ICPS)

The ICPS certification is designed for those that have been working in the field of prevention for at least 2 years, have completed additional training related to the field and can demonstrate knowledge and skills based on the six prevention Performance Domains and their related core functions in a computer-based exam. Candidates without a bachelor's degree must have had additional paid work experience (see below). This certification is eligible for reciprocity with other IC&RC affiliated state prevention credentialing boards.

Criteria for ICPS Application:

- **Residency** - Applicants must live or work 51% of the time within Georgia.
- **Work/Volunteer Experience** – At least 2 years (4000 hours) of paid and volunteer experience in planning and/or delivering prevention services. No more than 6 months (500 hours) may be volunteer experience. Candidates without a bachelor's or higher degree must document at least 4 years (8,000 hours) of paid work experience within the past six (6) years.
- **Formal Education** – Applicants should have a minimum of a bachelor's degree in human services, health science, education, health care, nursing, public administration, social science, or other fields related to prevention. All college/university degrees must have been earned through an accredited college/university that is recognized through the American Council on Education. A formal transcript must be provided during the application process. Candidates without a bachelor's or higher degree must have attained a high school diploma or equivalent (i.e., GED) and are required to have at least 4 years or 8,000 hours of paid work experience in the past six (6) years.
- **Continuing Education/Training** – At least 150 contact hours of prevention-specific training, with the following requirements:
 - Thirty (30) hours for the four Core Prevention Training courses approved by PCCG.
 - **The four core courses (or any courses that have been approved by PCCG in lieu of one or more core courses) must have been taken within two (2) years of the ICPS application date** unless you are upgrading from the PA or CP level or applying for reciprocity through an IC&RC affiliated credentialing board in another state.
 - Twenty-four (24) hours must specifically relate to substance abuse prevention topics.

- At least ten (10) hours of training must be aligned to each performance domain.
 - Non-core course hours must have been taken within five (5) years of the ICPS application date.
 - Applicants may use unlimited online courses. The core courses may be offered online by approved training providers.
 - Relevant college and graduate courses may be used to meet this requirement as long as they were taken within five years of application. Evidence for these courses would consist of transcripts.
 - One quarter hour of relevant college course = 10 contact hours
 - One semester hour of relevant college course = 15 contact hours
 - To be eligible for consideration, **all training listed on the application must be accompanied by certificates of attendance/completion** issued by the training provider. In certain circumstances, an email or letter from the training provider attesting that the candidate completed a training will be accepted. Such documentation must include the candidate's name, the title and date(s) of the training, the name of the training provider and the total contact hours.
- **Supervised Practical Experience** – Verification of 120 hours of supervision or mentorship by someone currently holding the ICPS credential must be submitted by the applicant. The 120 hours must relate to the six Performance Domains and Core Functions and at least 12 hours must be documented in each of the domains.
 - **References** – Two (2) letters of recommendation from supervisors or volunteer coordinators must be sent with the application. Letters should document the character, professionalism and competency of the applicant.
 - **Code of Ethics** – The applicant must read and sign the PCCG Code of Ethical Conduct included in the application packet.
 - **Testing** – Applicants must demonstrate knowledge and skills based on the performance domains and core functions by completing the computer-based Prevention Specialist exam conducted by IC&RC. The exam is offered at multiple locations throughout Georgia.

Section 4: Additional Information & Fees

Training and Acceptable Documentation:

Training must be prevention-specific and related to the six Performance Domains and their related core functions. While online courses are accepted, there is value in face-to-face training for prevention specialists, which PCCG strongly encourages whenever possible. Applicants are responsible for submitting timely

and appropriate documentation of training and other required information for verification and approval. For training, proof of attendance is required (e.g. certificate of completion or letter from the training entity). Documentation should include the applicant's name, training source, contact hours completed, subject matter and date(s) of attendance. Applicants should allow sufficient time for their application submission documents to be reviewed and processed. **Note:** meeting agendas, programs, and Power Point slides will not be considered verifiable proof of attendance without a candidate's documentation of attendance.

Upgrade of Certification Level

Preventionists certified by PCCG who desire to increase their level of certification can apply for a level increase at any time during their two years of active certification. The fee to upgrade from PA to CP is \$175 which includes the oral interview fee. The fee to upgrade from PA to ICPS-R is \$275 which includes the fee to take the IC&RC Prevention Specialist Exam. The fee to upgrade from CP to ICPS-R is \$250 which includes the fee to take the IC&RC Prevention Specialist exam one time.

The application for upgrade of certification can be found on the PCCG website, www.pccga.org or it can be requested by emailing the PCCG administrator at pccginfo@gmail.com. Please note that there are additional steps required for those wishing to upgrade their certification level.

Recertification

The Prevention Apprentice (PA) level is eligible for one two-year recertification which must be a consecutive extension of the first certification (for a total PA designation of four continuous years). PA recertification is primarily reserved for students in an academic environment whose access to additional training or work experience is limited. PA recertification applications must document attempts at additional training and work experience. A PA must apply for a level increase to maintain an active credential during the first recertification period.

Those who have been certified as a Certified Preventionist (CP) and Internationally Certified Prevention Specialist (ICPS) must seek recertification every two years in order to maintain an active credential. Those with a CP certification may apply to upgrade to the ICPS level during their active certification period.

Recertification applications are due before September 30th each year. For example, candidates certified any time in 2021 will be due for re-certification by September 30, 2023. A reminder will be sent to all currently credentialed individuals several months before their recertification is due. Reminders will be sent by email or to the last mailing address on record. For this reason, it is imperative that credentialed individuals notify PCCG of any changes in email or mailing addresses (pccginfo@gmail.com).

Process for Recertification:

- During the two years of active CP or ICPS certification, prevention professionals must complete at least forty (40) hours of continuing education/training. This **must** include two (2) hours of Ethics in a health or human service related to prevention or another professional discipline
 - **All training listed on the recertification application must be accompanied by certificates of attendance/completion** issued by the training provider.
- For the one-time recertification, Prevention Apprentice candidates must have a letter of recommendation and eighteen (18) hours of continuing education/training. This **must** include two (2) hours of Ethics in a health or human service related to prevention or another professional discipline.
 - **All training listed on the recertification application must be accompanied by certificates of attendance/completion** issued by the training provider.
- After the one-time recertification, PAs must upgrade to a Certified Preventionist or Internationally Certified Prevention Specialist level during their active certification period.
- The recertification application will be sent with the reminder email several months prior to the September 30th deadline and with each subsequent reminder email. The recertification application can be found on the PCCG website, www.pccga.org and may also be requested by sending an email to pccginfo@gmail.com.
- Send the recertification application, required attachments and the appropriate fee based on the level of certification to PCCG. Certificates will be emailed within one month of receipt of completed applications.

Late Fees and Grace Period:

Individuals certified at the CP and ICPS levels can request up to four (4) 90-day grace periods at the end of the two-year certification period. Requests may be made by email to the Credentialing Committee. A late fee of \$25 will be assessed for each 90-day grace period.

Extensions of the Recertification Period:

Extensions beyond the four (4) 90-day grace periods must be requested in writing to the PCCG board. The Board will consider extensions under two circumstances:

- The credentialed individual was incapacitated for any reason during that time; or
- The credentialed individual was inactive as a prevention professional or volunteer during that time but has been returned to the field and wishes to be reinstated.

Retired Status

Individuals who have been certified for at least five (5) years before retiring from the prevention field are eligible for the Retired Status. If they have not been certified for at least five (5) years at the time of retirement, they may be eligible for Retired Status if they have worked at least ten (10) years in the prevention field.

Those who are granted Retired Status must:

- Renew every two years with a \$25 fee
- Document 10 hours per renewal of training, consulting, or volunteer work in the prevention field.

Upon approval of application for this status, retirees may continue to claim the last credential obtained with the additional designation of “Retired”, such as Jane Doe, CP, Retired. The Retired Status Application can be found at www.pccga.org

Inactive Status

PCCG has established an Inactive Status to allow certified professionals in Georgia who are experiencing extenuating circumstance to prevent their certification from expiring. It has been established for preventionists who expect to be inactive for less than two years. Inactive Status allows the preventionist to avoid the full reapplication process.

Preventionists in good standing unable to meet the continuing education requirements for recertification maintenance due to health or extenuating personal reasons may place their certification on Inactive Status if they meet the requirements. The process for reactivation from Inactive Status will then be followed when the preventionist wishes to reactivate their certification.

Preventionists are eligible for inactive status if:

- They are certified at the Certified Preventionist or Internationally Certified Prevention Specialist level and in good standing (i.e., current with fees and continuing education units).
- They are no longer working in the prevention field.
- They are on extended military active duty.
- They have health complications.
- They have extenuating personal reasons.

Inactive Status is for a maximum of two years.

Insufficient hours of continuing education will not be accepted as rationale for requesting Inactive Status. Certificates placed on Inactive Status are not eligible for reciprocity.

During the period of Inactive Status, preventionists are considered to be without PCCG Certification. Such preventionists cannot refer to themselves in writing or verbally as “Certified Preventionist” or “Internationally Certified Prevention Specialist”.

Procedure for obtaining Inactive Status

- Request the Inactive Status application by emailing PCCG at pccginfo@gmail.com.
- Request Inactive Status in writing to the PCCG Credentialing Committee stating the specific reason(s) for requesting it. Include documentation for eligibility in the request. Complete the Inactive Status application and surrender current prevention certificate to PCCG. The request should include payment of the \$25.00 fee to enter into Inactive Status. Send the request, application and fee to PCCG, P.O. Box 1922, Lawrenceville, GA 30046.
- The preventionist will receive a letter from PCCG acknowledging the certification number is inactive and the date by which status must be reactivated.

Procedure for reactivating a certificate ***before the two-year period has lapsed:***

- Send a written request for reactivation to the PCCG Credentialing Committee by email (pccginfo@gmail.com).
- Pay the appropriate recertification fee based on the level of certification.
- Document 40 hours of prevention-related continuing education training during the first year of returning to active status. These hours can be counted again during the next recertification. The year shall begin upon the receipt of request for reactivation.

Fees:

Payment of the full fee must accompany all applications (new, recertification, upgrade, Inactive Status, and Retired Status). Fees may be paid by check, money order or credit card. Candidates are discouraged from sending any cash with their application packets. A candidate who wants to pay the fee by credit card should send an email to the Credentialing Committee (pccginfo@gmail.com) requesting this. PCCG will invoice the candidate through PayPal and there will be a small processing fee included in the invoice. All credit card payments must be processed through the PCCG PayPal account.

Prevention Credentialing Consortium of Georgia Effective January 1, 2021		
Application Fees		
Prevention Apprentice – PA	\$75.00	
Certified Preventionist -CP	\$225.00	Includes oral interview fee
Internationally Certified Prevention Specialist – ICPS	\$325.00	Includes fee to take IC&RC Prevention Exam. If the candidate does not pass exam, s/he will be charged \$150 by IC&RC to re-take the exam.
Upgrade Fees		
Upgrade applications must be completed within the two years of current certification for upgrade fees to apply.		
Prevention Apprentice (PA) to Certified Preventionist (CP)	\$175.00	Includes oral Interview fee.
Prevention Apprentice (PA) to Internationally Certified Prevention Specialist (ICPS-R)	\$275.00	Includes fee to take IC&RC Prevention Specialist Exam. If the candidate does not pass exam, s/he will be charged \$150 to re-take the exam.
Certified Preventionist (CP) to Internationally Certified Prevention Specialist (ICPS-R)	\$250.00	Includes fee to take IC&RC Prevention Specialist Exam. If the candidate does not pass exam, s/he will be charged \$150 to re-take the exam.
Recertification Fees		
Recertifications are due on or before September 30, 2 years after initial certification or last recertification. Applicants may request in writing up to four (4) 90-day grace periods. Each 90-day grace period will be assessed a \$25 fee in addition to the recertification fee.		

Prevention Apprentice (PA)	\$50.00	May recertify one time with 18 hours of continuing education including 2 hours of ethics and then must upgrade to a CP or ICPS-R
Certified Preventionist (CP)	\$75.00	Requires 40 hours of continuing education including 2 hours of ethics.
Internationally Certified Prevention Specialist (ICPS-R)	\$100.00	Requires 40 hours of continuing education including 2 hours of ethics.

Section 5: Reciprocity

IC&RC facilitates reciprocity between jurisdictions for professionals that hold the IC&RC Prevention Specialist credential through an affiliated board such as PCCG. A list of boards affiliated with IC&RC can be found at:

<http://www.internationalcredentialing.org/memberboards>. If you do not see your board on at this link, IC&RC will not be able to assist with reciprocity. PCCG offers reciprocity to prevention professionals that hold the IC&RC Prevention Specialist credential in other jurisdictions and has the authority to set reciprocity requirements for entry to its jurisdiction (Georgia).

Prevention Specialists from other jurisdictions who are **seeking reciprocity through PCCG** must contact the board where they are currently credentialed for a Reciprocity Application. The applicant will send the completed application and fee back to the current board who will then forward it to IC&RC. IC&RC will facilitate the reciprocity process between boards. Following are the steps for applying for reciprocity in Georgia:

1. Contact PCCG at pccginfo@gmail.com and ask if there are other requirements that you must meet for reciprocity. If you are a certified IC&RC Prevention Specialist seeking reciprocity from PCCG, you must live or work in Georgia at least 51% of the time and you must have at least a bachelor's degree and 4,000 hours (2 years) of prevention-related work experience. If you don't have a college or graduate degree, you can still be eligible if you have a high school diploma or its equivalent and 8,000 hours (4 years) of prevention-related work experience within the past six years. After your original expiration date for your current credential expires, you must recertify every two years in order to keep your credential current. See the section on recertification for the ICPS credential in this manual for more information about recertification requirements.
2. Contact your current board and ask for an Application for Reciprocity.
3. Complete the Application for Reciprocity and return it to your current board with the appropriate fee.
4. Your application will be verified and sent to the IC&RC Office who will then send it to PCCG.
5. You will be contacted first by IC&RC and then by PCCG when the process is completed.

In Georgia, only the ICPS credential is eligible for reciprocity from other jurisdictions. If you are a currently credentialed at the ICPS level through PCCG, and you are moving to another jurisdiction (state), you should first check the link above to determine whether there is a Member Board that offers the IC&RC Prevention Specialist credential. If so, you should contact the new Member Board to find out whether there are additional requirements you must meet prior to applying for reciprocity. Then, you

should contact PCCG at pccginfo@gmail.com to request the Application for Reciprocity. Once you complete the application and return it along with the required fee, PCCG will complete the Credential Verification Report and forward it, your application and your fee to IC&RC. IC&RC will process the request for reciprocity and will notify you and the requested board.

Important Reciprocity Policies

- Applications for Reciprocity are only given to credentialed Prevention Specialists in good standing by their current certification board when requested and only after the current board has determined s/he is eligible for reciprocity.
- Requested boards will only accept Reciprocity Approval directly from IC&RC. If a board receives an incoming Application for Reciprocity from another board or from the Prevention Specialist it is an incorrect procedure and will not be processed.
- In order to avoid credentials expiring during the reciprocity process, the Prevention Specialist credential must be valid for at least 60 days at the time of application.
- IC&RC recommends starting the reciprocity process three months prior to moving into a new jurisdiction.
- The requested board must maintain the Prevention Specialist's original expiration date unless the board has specific policies and procedures that prohibit issuing the original expiration date.
- If you will be dividing your time between your new jurisdiction and your past one, you may maintain your Prevention Specialist credential with both jurisdictions through their recertification processes.
- A new Member Board can delay or postpone reciprocity if a candidate is being investigated or has been found guilty of any ethics violations related to their prevention credential.

Frequently Asked Questions Regarding Reciprocity

Can I reciprocate my ICPS credential to any board?

Your credential is reciprocal only with boards that are affiliates with IC&RC and offer the IC&RC Prevention Specialist credential. For example, if you hold the ICPS credential from Georgia and you want to reciprocate that credential to Nebraska, you would be unable to do so because Nebraska is not an affiliate member of IC&RC and does not offer the Prevention Specialist credential.

When should I begin the reciprocity process – before I move into my new jurisdiction or after?

It is best to start the process at least 60 days prior to moving into your new jurisdiction. That way if there are any delays in processing your application, it should be completed before you begin to work in your new jurisdiction. IC&RC recommends 3 months.

Can I maintain my credential in more than one jurisdiction?

Yes, you are permitted to maintain your credential in more than one jurisdiction. You will be required to meet the recertification criteria in each jurisdiction.

When I reciprocate to a new jurisdiction, will my current expiration date on my credential change?

No, your new jurisdiction is required to provide you with the same expiration date that appears on your current certificate. In Georgia, you are certified for two years before you have to recertify, and your expiration date is always September 30th.

Is there ever a time when I could be denied reciprocity into a new jurisdiction?

It is the right of every jurisdiction to determine who is or is not eligible for reciprocity. Often boards will require additional standards outside of IC&RC's reciprocity procedure that must be met before reciprocity is approved. It is critical that you check with your new jurisdiction before applying for reciprocity to determine your eligibility.

How long does the reciprocity process take?

Typically, reciprocities are finalized within 6-8 weeks of completing your Reciprocity Application. IC&RC will contact you once your application has been processed and forwarded to your desired board.

If my credential has expired in my current jurisdiction, can I still reciprocate into a new jurisdiction?

No, your credential must be current and valid in order to reciprocate. If your credential has lapsed, you must successfully recertify in your current jurisdiction prior to applying for reciprocity. In order to avoid credentials expiring during the reciprocity process, credentials must be valid for at least 60 days at the time of application.

What are the differences between certification and licensure?

While these terms are used interchangeably, there are differences between the two concepts. Certification is a process by which a non-governmental organization grants recognition to an individual who has met predetermined qualifications and has demonstrated a level of knowledge and skill required in a profession specified by that organization. Certification is typically a voluntary process but can be a mandatory in some jurisdictions. Licensure is a governmental grant of legal authority, pursuant to that government's power, to practice a profession within a particular scope of practice. Under a licensure system, a government will define by statute the tasks and function or scope of practice of a profession and these tasks may be legally performed only by those holding that license. Confusion between certification and licensure arises because many jurisdictions call their licensure processes "certification," particularly when they incorporate the standards and requirements of private certifying bodies in their licensing statutes and require that an individual be certified in order to have jurisdictional authorization to practice. **In Georgia, the Prevention Specialist equivalent is through certification and is voluntary.**

Important Addresses and Contact Information

PCCG Website: www.pccga.org

PCCG Email: pccginfo@gmail.org

PCCG Mailing Address:

PCCG
c/o GUIDE, Inc.
P.O. Box 1922
Lawrenceville, GA 30046