

# 2025 ACTION LAB REGIONAL TRAINING

## COURAGE, DIALOGUE, AND PERSEVERANCE

### PREVENTION PATHWAYS

*Navigating California's Certified Prevention Specialist (CCPS) Credentialing Process*

**May 15, 2025**

1

## Learning Objectives

- 1** Understand the process to earn and obtain the California Certified Prevention Specialist (CCPS) credential.
- 2** Gather knowledge, tools, and resources to assist you along the way as you work toward becoming a CCPS.
- 3** Build out your network of peers and other prevention professionals who are also part of the CCPS (or CCPS to-be) community.

2

2

## What is the CCPS Certification and Why Does it Matter?

3

### What is the CCPS Credential?

- » Obtained by prevention professionals who have demonstrated competency related to substance use disorder (SUD) prevention practices and who provide services that promote behavioral health and overall well-being.
- » Endorsed by the International Certification and Reciprocity Consortium (IC&RC).
- » Managed in California by the California Consortium of Addiction Programs and Professionals (CCAPP).



4

## Credentialing: A National Perspective

- » Expectations for prevention workforce requirements vary by state.
  - Some states require IC&RC-endorsed certification for prevention professionals, ensuring consistent standards and improved accountability.
  - California does not require prevention providers to obtain the CCPS credential. However, professional alignment with IC&RC national standards, including completing the credentialing process, is encouraged statewide.
- » National IC&RC standards allow for reciprocity.
  - IC&RC certifications provide reciprocity across most states and internationally, allowing certified professionals to practice without recertification in other jurisdictions.
  - IC&RC leadership ensures a streamlined approach for prevention professional standards and expectations, including a Prevention Code of Ethics.

5

5

## Certification: A National Perspective



- » The impact of mandatory certification:
  - States with mandatory certification report enhanced program quality and adherence to SUD primary prevention best practices.
  - Certification ensures prevention professionals are equipped with essential knowledge and skills, supporting better outcomes in prevention initiatives.

6

## The Importance of Credentialing in Prevention

- » Enhances prevention as a public health discipline and profession.
- » Ensures consistent knowledge and skills across the workforce.
- » Strengthens advocacy for SUD prevention funding, policies, and practices.



7

## Benefits of the CCPS Certification

- » For individuals:
  - Career growth and skill enhancement.
  - Greater credibility and professional opportunities.
- » For agencies and organizations:
  - Increased confidence in staff expertise.
  - Better ability to secure funding and partnerships.
  - Organizational and workforce accountability.



8

8

## Credentialing Demonstrates Prevention Competency

- » Covers foundational prevention concepts:
  - Risk and protective factors.
  - Evidence-based practices.
  - Ethical practices in community work.
- » Sets a baseline for workforce consistency and quality:
  - Standard expectations of professional knowledge.
  - Adherence to Prevention Code of Ethics.
  - Ongoing continuing education and workforce development.



9

9

## Credentialing and the Bigger Picture

- » Supports national, statewide, and local prevention initiatives.
- » Builds a robust and streamlined prevention workforce.
- » Ensures consistent implementation of SUD prevention frameworks, including evidence-based practice.



10

10

## Certification Partners: IC&RC and CCAPP

- » IC&RC: Sets international standards for prevention (“Prevention Specialist”) and treatment professionals.
- » CCAPP: Administers IC&RC aligned certification for the CCPS in California.



11

11

## Navigating the Certification Process

12

## CCPS Application Requirements

- » One year/2,000 hours of Alcohol and Other Drug prevention experience.
- » 120 hours of supervised practicum.
- » 120 hours approved prevention education and/or training.
- » One professional letter of reference.
- » Signed CCPS Code of Ethics.
- » Pass Certified Prevention Specialist examination.
- » Consent forms and identification verification documents, and fees.

13

## Education/Training Hours

- » Minimum of **120 hours** of relevant prevention training from certified body.
- » All training must be documented with certificates of participation.
- » Training must cover IC&RC's **Six Domains of Prevention.**
  1. Planning and Evaluation (10 hours)
  2. Prevention Education and Service Delivery (40 hours)
  3. Communication (10 hours)
  4. Community Organization (10 hours)
  5. Public Policy and Environmental Change (10 hours)
  6. Professional Growth and Responsibility (10 hours)

14

## Supervised Experience

- » One year (2,000 hours) of Alcohol and Other Drug prevention experience.
- » Documentation required:
  - Duties performed.
  - Hours logged.
  - Supervisor's qualifications.
- » Practicum:
  - 120-hour practicum focused on specific performance domains.
- » Must also submit Professional Reference Letter.

15

## Supervision: Links and Resources

- » CCAPP's Supervised Experience Standards:
  - <https://ccappcredentialing.org/sud-career-ladder/ccps/>
- » Supervision Documentation

PREVENTION REQUIRED AREA	DATE FROM:	DATE TO:	TOTAL HOURS	SUPERVISOR'S SIGNATURE
Planning and Evaluation (10)				
Prevention Education and Service Delivery (10)				
Communication (10)				
Community Organization (10)				
Public Policy & Environmental Change (10)				
Professional Growth and Development (10)				
<b>Total Hours:</b>	-----	-----		<b>Must be at least 120 total hours</b>

### Supervisor's Information:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Credential/License/Certification(s) Held: \_\_\_\_\_  
 How many years have you worked in the Prevention field? \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_  
 Name of the agency where you supervised this applicant: \_\_\_\_\_

### Supervisor Evaluation:

\_\_\_ Yes, I highly recommend \_\_\_ Yes, I recommend, with reservations  
 \_\_\_ No, I do not recommend

Please provide information you believe may help CCAPP to determine this applicants strengths of weaknesses as a prevention specialist (use a separate sheet if necessary):

16

## Portfolio Submission

- » Includes:
  - Completed application form.
  - Documentation of training and supervised experience.
  - Code of Ethics agreement.
- » Must be submitted via CCAPP's *Certemy System*.
- » Links and Resources:
  - CCAPP Application Portal:  
<https://certemy.com/ccapp>



17

## Portfolio Submission: Links and Resources

- » CCAPP Application Portal:
  - <https://ccappcredentialing.org/sud-career-ladder/ccps/>
- » Certemy Login Page:
  - <https://app.certemy.com/entry/login>



18

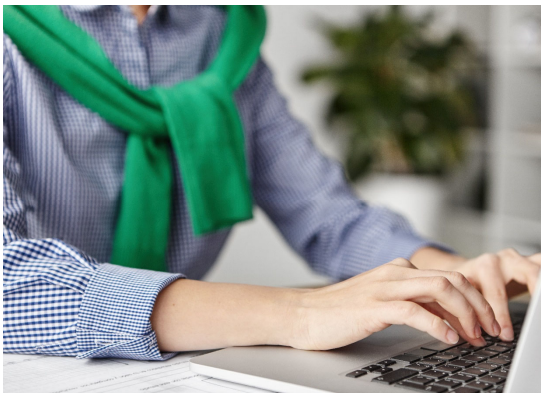
## Examination

- » Must be scheduled following application approval.
- » 3-hour computer-based exam administered online or at approved testing centers.
- » 150 multiple choice questions:
  - 125 count towards score.
  - Need 78 out of 125 to pass.



19

## Examination: Links and Resources



- » Practice Exams:
  - <https://internationalcredentialing.org/prepare-and-study-materials/>
- » Exam Registration:
  - <https://internationalcredentialing.org/>
- » Certification Registration:
  - <https://internationalcredentialing.org/eligibility-registration-administrations/>

20

## SAMPLE EXAM QUESTIONS

Use the sample questions below to study for the exam.  
An answer key is provided on page 62.

1. Qualitative data is often collected through key informant interviews, focus groups, listening sessions, and:
  - A) Community meetings
  - B) Newspaper articles
  - C) Arrest reports
  - D) Hospital records
2. A program that has been researched and found to be effective is known as:
  - A) Universal.
  - B) Evidence-based
  - C) Promising
  - D) Excellent.

RI Prevention Specialist Certification Exam Study Guide | Page 52

21

21



## Resources

---

- » [IC&RC](#)
- » [CCAPP Credentialing Website](#)
- » [Code of Ethics – Prevention Specialists](#)
- » [Rhode Island Prevention Specialist Certification Study Guide](#)
- » [Prevention Specialist Exam Study Guide](#) (Nicole M. Augustine)

22

## Fees and Membership Options

- » Initial certification fees:
  - Portfolio Review:
    - \$50 (members)
    - \$175 (non-members)
  - Examination:
    - \$164 (members)
    - \$240 (non-members)
- » Membership benefits:
  - Discounted portfolio review and exam fees.
  - Access to professional resources and networking opportunities.

Fee breakdown: <https://ccappcredentialing.org/sud-career-ladder/ccps/>

23

23

## Common Challenges and Solutions

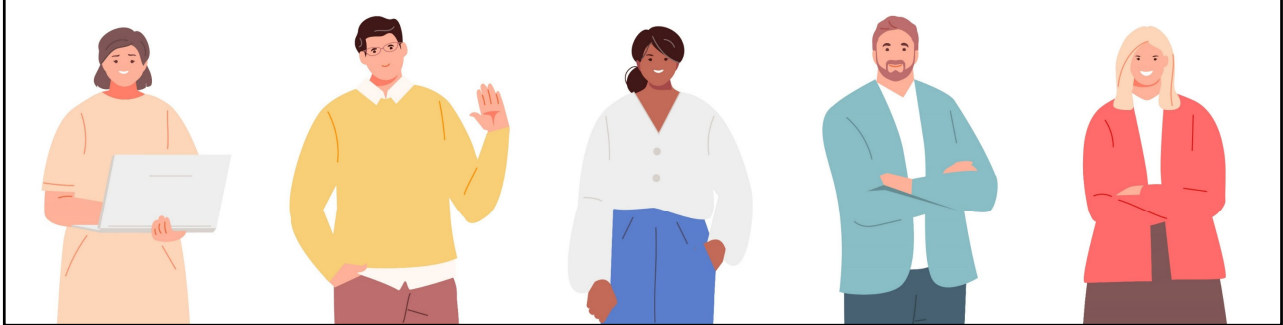
- » **Challenge:** Navigating CCAPP's Certemy platform.
- » **Solution:** Access step-by-step tutorials or request technical assistance.
  - Technical Support: <https://ccapp.us/contact-us/>
- » **Challenge:** High costs.
- » **Solution:** Seek employer sponsorship or subsidies.
- » **Challenge:** Balancing certification with work.
- » **Solution:** Break tasks into manageable steps and schedule study time.

24

24

## Activity: Domain Mastery

- » Each station focuses on one of the IC&RC's Six Domains of Prevention.
- » At each station, review the case study and discuss how you would apply that domain's principles to the case study.



25

## Tools and Resources for Success

26

## ABHPC and CCAPP Training Resources

- » Comprehensive training programs:
  - Covering all six prevention domains.
  - Available in online, hybrid, and in-person.
- » Specialized courses for requirements:
  - Ethics training (minimum 6 hours).
  - SUD prevention-specific continuing education.
  - Customizable schedules to fit individual needs.
- » ABHPC Training Programs:
  - <https://abhpc.org/training>
- » CCAPP Course Catalog:
  - <https://ccappeducation.org/find-a-ce-provider/#/>



27



## Effective Study Strategies

- » Create a study plan:
  - Set aside regular, manageable blocks of time.
  - Focus on one domain at a time.
- » Use practice exams to identify strengths and gaps.
- » Join or form a study group for peer accountability.

28

## Effective Study Strategies: Links and Resources

- » Study Guide for IC&RC Prevention Exam:
  - <https://internationalcredentialing.org/prep-and-study-materials/>
- » Practice Exams:
  - <https://internationalcredentialing.org/prep-and-study-materials/>
- » Prevention Technology Transfer Center Network Presentation:
  - [https://pttcnetwork.org/products-and-resources/passing-the-icrc-prevention-exam-a-comprehensive-study-guide-and-test-taking-strategy-series/?utm\\_source](https://pttcnetwork.org/products-and-resources/passing-the-icrc-prevention-exam-a-comprehensive-study-guide-and-test-taking-strategy-series/?utm_source)



29

## Navigating CCAPP Resources

- » Key resources for certification:
  - Portfolio checklist.
  - Application portal.
  - Training and course registration.
- » Tips for navigating CCAPP's Certemy platform.

### Links and Resources:

- » CCAPP Application Portal:
  - <https://ccappcredentialing.org/sud-career-ladder/ccps/>
- » CCAPP Video Appointments:
  - <https://www.ccappcredentialing.org/contact-us/>



30



## ABHPC Technical Assistance

- » Individualized support for:
  - Clarifying certification requirements.
  - Guidance on training options.
- » Access to templates and best practices for supervised experience.
- » Email support for certification questions.
- » Links and Resources:
  - Request Training and Technical Assistance: <https://abhpc.org/training-and-technical-assistance/>
  - Contact ABHPC: [ABHPCinfo@cars-rp.org](mailto:ABHPCinfo@cars-rp.org)

31

31

## Staying Organized

- » Use a tracking system to monitor:
  - Completed training hours.
  - Logged supervised experience.
  - Exam readiness and deadlines.
- » Tools for organization:
  - Personal tracking sheets or digital tools (e.g. Excel, Google Sheets.)



32

## Networking and Peer Support

33



### The Power of Networking in Credentialing

#### » Peer Collaboration:

- Share insights, experiences, and strategies for success.
- Form study groups for accountability and support.

#### » Professional Growth:

- Build connections with mentors and experienced preventionists.
- Access new opportunities through professional relationships.

#### » Problem-Solving:

- Exchange tips for overcoming common barriers, such as cost or time constraints.

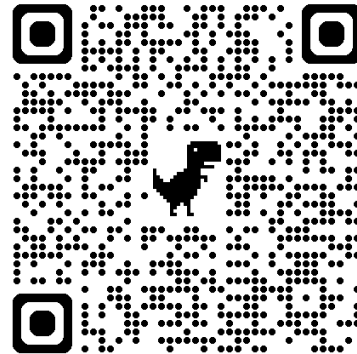
34

34

## Building Connections for Success

- » Peer Networking:
  - Attend ABHPC Community of Practice Sessions.
  - Leverage local coalitions or prevention groups for mentorship.
- » Join professional groups and forums.
- » Leverage technology:
  - Use LinkedIn and online forums to connect with prevention professionals nationwide.

Scan the QR Code to join a shared contact list for study group collaboration or visit: <https://bit.ly/4ljev8N>



35

35

## Addressing Common Challenges Through Collaboration

- » Common reported challenges:
  - High costs of certification and training.
  - Time constraints for busy professionals.
  - Difficulty understanding portfolio or exam requirements.
- » Peer solutions:
  - Pool resources (e.g., share study guides, training costs, helpful materials, etc.)
  - Organize virtual or in-person study sessions.
  - Mentor and guide each other through specific certification steps.



36

## Let's Discuss!

- » What challenges are you facing, or do you anticipate facing, in the credentialing process?
- » What are ways you can overcome these? What solutions can you suggest for others?



37

## Finding a Mentor for Credentialing Success

- » Benefits of mentorship:
  - Gain personalized advice and guidance.
  - Learn from experienced preventionists.
- » Where to find mentors:
  - ABHPC professional networks.
  - Local coalitions or prevention groups.
- » Tips for a successful mentor-mentee relationship:
  - Set clear expectations and goals.
  - Maintain regular communication.

38

38



## Building Long-Term Professional Relationships

---

### » Keep in touch!

- Schedule regular check-ins with your network or study group.
- Share updates and resources as you progress through the process.

### » Expand your network:

- Attend new events and reach out to others in the prevention field.
- Stay active in professional organizations like CCAPP, ABHPC, Community Anti-Drug Coalitions of America (CADCA), and others.

39

## Activity: Discover Your “Why”

### » Reflect:

- What are your current goals in prevention work?
- How would credentialing help you achieve those goals?
- What impact would being a certified prevention specialist have on your community or organization?
- What's one thing you'd like to gain personally or professionally through this process?

### » Partner Share:

- What common themes did you notice in your reasons for considering credentialing?
- What ways can the CCPS certification help you overcome challenges or seize career opportunities?

40

40

## Closing Remarks and Next Steps

41

## Key Takeaways

- » Certification Process:
  - Understand the steps: training/education, supervised experience, portfolio submission, and exam.
- » Resources:
  - Leverage training programs, study tools, and support services.
- » Networking:
  - Collaborate with peers, mentors, and professional organizations for ongoing support.
- » Action Plan:
  - Break the process into manageable steps to stay on track.

42

42



## What's Next?

---

- » Identify your starting point:
  - Are you ready to begin training, or do you need more supervised experience?
- » Review and gather required documentation.
- » Create a timeline for certification:
  - Set deadlines for completing each step.
- » Reach out to potential mentors or supervisors for guidance.

43

## Helpful Resources and Contacts

- » ABHPC Support:
  - Website: <https://abhpc.org/>
  - Email: [abhpcinfo@cars-rp.org](mailto:abhpcinfo@cars-rp.org)
- » CCAPP Support:
  - Website: <https://ccapp.us>
  - Technical Support: <https://ccapp.us/contact-us/>
- » IC&RC:
  - Domains and study guide: <https://internationalcredentialing.org/>



44

## Thank you!

We are here to support your credentialing journey!

- » Stay connected with us.
- » Take the first step today.
- » Together, we will build a stronger prevention workforce.

