

# CPS PROVISIONAL AND UPGRADE STANDARDS & REQUIREMENTS TABLES

## CERTIFIED PREVENTION SPECIALIST - PROVISIONAL (CPS-P)

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The Certified Prevention Specialist (CPS) designation is an entry-level credential for persons who provide prevention-related services in the area of addiction.

The FCB offers two application pathways for individuals to earn the CPS credential.

**Option 1: Standard Application.** Individuals who have met all requirements for the CPS credential will apply using the Standard Application pathway. Applicants will submit documentation verifying achievement of formal education, training, work experience, supervision, and requirements. After requirements are approved, the individual is scheduled for the CPS exam. After passing the exam, the CPS credential is awarded.

**Option 2: Provisional Application.** Individuals who have met the formal education and training requirements, but have NOT met the work experience and supervision requirements at the time of application are eligible to apply for CPS under the provisional application model. Applicants will submit documentation verifying achievement of formal education and training requirements. When requirements are approved, the individual is scheduled for the CPS exam. After passing the exam, the CPS-P (the P indicates a provisional credential) is issued for a 12-month period. During the provisional period, the individual must work under intensive supervision to gain the work experience, supervision and recommendation requirements. When these requirements are met, the provisionally certified professional will apply for an upgrade to the CPS credential. After requirements are approved, the CPS credential is awarded.

This document provides the Certified Prevention Specialist standards, requirements and application policies and procedures for **Provisional Application** pathway. Additional policies are located in the FCB Candidate Guides:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process Credential Award](#)
- [Candidate Guide: Maintenance and Renewal Process](#)

The CPS-P and the CPS requires a minimum of a high school diploma or general equivalency degree (GED).

The CPS-P is an indicator of initial competency and provisionally certified individuals must be employed, complete all experience and supervision requirements, and apply for the upgrade to the CPS before the CPS-P expires. A successful upgrade results in the full CPS credential, which indicates competency in the following performance domains:

- Planning and Evaluation
- Prevention Education and Service Delivery
- Communication
- Community Organization
- Public Policy and Environmental Change

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## STEP 1: DO YOU HAVE AN FCB ACCOUNT?

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The first step in the application process occurs online. FCB application occurs online. You must have an FCB online account in order to access the CPS-P application. Access or create your account from the FCB homepage.

## STEP 2: UNDERSTAND THE CERTIFICATION PROCESS

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Certification application requires:

- ✓ You must have an FCB account to access the CPS-P Online Application.
- ✓ You must create a CPS-P Online Application. The online application tells us information about you. It is not the complete application. The online application will ask you to provide information in the following categories:
  - Personal Information
  - Background History
  - Agreement to follow the FCB’s Criminal History Policy
  - Agreement to follow the FCB’s Code of Ethics
  - Payment method
  - Formal Education
  - Work Experience
  - Supervision
  - Training
  - References
  - Fee Payment

You need to understand that you will create your account, from your account you will create an electronic application. In the electronic application, you will answer questions in each area.

- ✓ You will provide electronic files of some of the documents required for application. For other standards, you will download required forms from the FCB website and you will provide the e-files to others to complete and submit to FCB on your behalf.

- ✓ After the FCB has approved your account, electronic application, supporting documents provided by you, and supporting documents provided by others, you will be approved to test for the CPS-P credential. Once a passing score has been earned, the CPS-P credential will be issued.

### STEP 3: APPLY FOR THE CPS-P CREDENTIAL

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After submitting the CPS-P application, including fee, you will be assigned to a Certification Specialist, who will be your point of contact throughout the certification application and award process. Expect to be contacted by your assigned Certification Specialist within 10 business days of submitting the approved application.

### STEP 4: HOLD THE CPS-P CREDENTIAL AND PREPARE FOR UPGRADE

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During the provisional period, you must be actively working toward your upgrade. The work experience, supervision, and recommendation standards must be met, documented, and submitted to FCB for approval before the CPS-P credential expires.

### STEP 5: APPLY FOR THE CPS-P UPGRADE TO CPS

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Before the CPS-P expires, submit an online application to upgrade to the CPS. When your application is complete and the fee is paid, you will be assigned to a Certification Specialist, who will be your point of contact throughout the certification application and award process. Expect to be contacted by your assigned Certification Specialist within 10 business days of submitting the approved application.

## CPS-P STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<b>DCF Level 2 Background Screening</b>	FCB policy requires all applicants to pass a Level 2 Background Screening that is conducted through the Department of Children and Families. FCB will initiate background checks for individuals seeking the CPS-P credential.
<b>Formal Education</b>	<p>Applicants must hold a minimum of a High School Diploma or General Equivalency Degree.</p> <p>High School Diplomas or General Equivalency Degree must be eligible for acceptance by colleges or universities holding nationally recognized accreditation through the United States Department of Education and/or Council on Higher Education Accreditation (CHEA) at the time of diploma/degree award.</p>
<p><b>Content Specific Training</b></p> <p>Recommended training topics for each domain are listed at the end of this document.</p>	<p>120 total clock hours of training divided as follows:</p> <ol style="list-style-type: none"> <li>1. Understanding Addiction: 24 hours</li> <li>2. Prevention-specific Ethics: 6 hours</li> <li>3. Planning and Evaluation: 30 hours</li> <li>4. Prevention Education and Service Delivery: 15 hours</li> <li>5. Communication: 10 hours</li> <li>6. Community Organization: 15 hours</li> <li>7. Public Policy and Environmental Change: 10 hours</li> <li>8. Professional Growth and Responsibility: 10 hours</li> </ol> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 10 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Guidelines and Providers are listed online on FCB's website <a href="http://www.flcertificationboard.org">www.flcertificationboard.org</a> under Education &amp; Training. Recommended training topics for each domain are listed at the end of this document.</p> <p>Content specific training and supporting documentation is submitted to the FCB by the applicant. Applicants must complete (1) the FCB Training Verification Form and (2) attach approved supporting documentation for each entry listed on the Form.</p>
<b>Examination</b>	<p>Once all requirements have been met, applicant will be approved to take the CPS-P Exam.</p> <p>A passing score on the exam will result in the CPS-P credential award.</p>

A CPS-P credential is valid for a 12-month period. While provisionally certified, the individual completes the on-the-job supervision and experience requirements and applies for a CPS-P upgrade BEFORE the provisional credential expires. When the upgrade application is approved, the individual holds the full CPS credential.

**See CPS-P Upgrade Standards and Eligibility Requirements for additional information on completing upgrade.**

## CPS-P UPGRADE STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<b>Provisional Certification</b>	Applicant must have an active CPS Provisional credential. Eligible applicants will be able to access the Upgrade application is available online to applications who are currently provisionally certified.
<b>Work Experience</b>	<p>Applicants must complete a minimum 2,000 hours of work experience.</p> <p><u>Documentation Requirement:</u> Download the <i>CPS Provisional Upgrade Work Experience Verification Form</i> from the website and send to employer. Completed forms must be submitted to FCB by the employer.</p>
<b>On-the-Job Supervision</b>	<p>Applicants must complete a minimum of 120 hours of on-the-job supervision of their delivery of prevention services.</p> <p><u>Observation Parameters:</u> A minimum of 10 hours of supervision must be provided and documented in each of the following Content Specific Training categories:</p> <ol style="list-style-type: none"> <li>1. Planning and Evaluation</li> <li>2. Prevention Education and Service Delivery</li> <li>3. Communication</li> <li>4. Community Organization: 15 hours</li> <li>5. Public Policy and Environmental Change: 10 hours</li> <li>6. Professional Growth and Responsibility: 10 hours</li> </ol> <p>Each observation should take a minimum of 30 minutes, with follow up supervision (increments of no less than 15-minutes). Multiple observations may not take place on the same day or involve the same work event. Supervision rate is benchmarked at 3 hours per week/156 hours per year. No more than 50% of the required hours of supervision may be in a group setting.</p> <p>Supervision must be provided by a qualified supervisor. Qualified supervisors are:</p> <ul style="list-style-type: none"> <li>• A physician or physician’s assistant licensed under Chapters 458 or 459, Florida Statutes</li> <li>• A professional licensed under Chapters 490 or 491, Florida Statutes</li> <li>• An Advanced Registered Nurse Practitioner licensed under Part 1 of Chapter 464, Florida Statutes</li> <li>• A Master’s Level Certified Addiction Professional (MCAP)</li> <li>• A Certified Addiction Professional (CAP)</li> <li>• A Certified Prevention Professional (CPP)</li> </ul> <p><u>Documentation Requirement:</u> Download the <i>CPS Provisional Upgrade On-the-Job Supervision Verification Form</i> from the website and send to supervisor. Completed forms must be submitted to FCB by the supervisor.</p>
<b>Recommendations</b>	<p>Three (3) professional letters of recommendation are required for certification.</p> <p><u>Documentation Requirement:</u> Download the <i>CPS Provisional Upgrade Professional Recommendation for Certification Form</i> from the website and send to individuals providing recommendations. Completed forms must be submitted to FCB by the individuals.</p>

The CPS credential is awarded when the CPS-P upgrade application is complete and all work experience, on-the-job supervision, and recommendations verification forms are approved by the FCB.

## CPS CREDENTIAL AWARD, MAINTENANCE, AND RENEWAL

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TOPIC	MINIMUM REQUIREMENT
<b>Renewal</b>	Annual on June 30 <sup>th</sup> of the renewal year. Requires maintenance of the credential to renew.
<b>Continuing Education</b>	10 hours per year for credential renewal. Training content must be related to at least one of the CPS performance domains. CE credits or hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course is taken annually).

# CERTIFICATION PROCESS CHECKLIST

By submitting the CPS-P application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- [Candidate Guide: Application Process](#)
- [Candidate Guide: Examination Process and Credential Award](#)
- [Credential Specific Standards Table](#)
- [Code of Ethical and Professional Conduct and Disciplinary Procedures](#)

## FCB System Registration , Application Forms and Supporting Documentation for CPS-P

- Online account created
- Online provisional application submitted
- Download and distribute the required form to each employer for completion and submission.
- Fee payment made. All fees are non-refundable.

## Exams

- Receive approval to register for the exam.
- Exam fee payment made.
- Register for the exam.
- Take the exam.

## FCB System Registration , Application Forms and Supporting Documentation for CPS-P Upgrade

- Online upgrade application submitted
- Identify each individual who will submit an On-the-Job Supervision Verification Form.
- Identify each individuals who will submit a Recommendation for Certification Form.
- Identify each current and/or past employers who will submit Work Experience Verification Form(s).
- Download and distribute the required forms to each individual for completion and submission.
- Fee payment made. All fees are non-refundable.

## TRAINING TOPICS BY DOMAIN

The following training topics are **examples** of the types of content that would apply in the performance domains. These are not required topics nor is this a complete list of relevant topics.

DOMAIN	TOPICS
<b>Advocacy (4 hours)</b>	<ul style="list-style-type: none"> <li>• Stigma</li> <li>• Social injustice issues relating to factors such as race, culture, sexual orientation, class, disability</li> <li>• Protecting rights</li> <li>• Advocacy strategies to support peers</li> <li>• Influencing and negotiation</li> <li>• Empowerment strategies</li> <li>• Fostering self-advocacy skills among persons served</li> <li>• Concept of self-determination and how to support it</li> </ul>
<b>Mentoring (6 hours)</b>	<ul style="list-style-type: none"> <li>• Establishing and terminating the peer relationship</li> <li>• Effective methods to tell personal recovery story</li> <li>• Building supportive relationships</li> <li>• Role-modeling</li> <li>• Inspiring hope</li> <li>• Group process and facilitation</li> <li>• Educational methods</li> <li>• Interpersonal communication principles and methods</li> <li>• Use of person-first language</li> <li>• Wellness planning</li> <li>• Teaching practical living skills, personal care, etc.</li> <li>• Recognizing and fostering resilience</li> </ul>
<b>Recovery Support (6 hours)</b>	<ul style="list-style-type: none"> <li>• Principles of recovery</li> <li>• Processes of recovery and change</li> <li>• Recovery capital</li> <li>• Developing recovery goals and plans</li> <li>• Triggers for mental health symptoms and abuse of substances</li> <li>• Medication (side effects, management)</li> <li>• Trauma-informed services</li> <li>• Person-centered principles and practices</li> <li>• Resource linkage/making referrals</li> <li>• Collaboration methods</li> <li>• Use of self-help groups and other recovery support services</li> <li>• Use of natural support systems</li> <li>• Crisis situations and strategies for intervention</li> </ul>
<b>Cultural and Linguistic Competence (2 hours)</b>	<ul style="list-style-type: none"> <li>• Culturally appropriate oral and written language services</li> <li>• Bilingual/bicultural training</li> <li>• Cultural Competence – personal and organizational</li> </ul>



DOMAIN	TOPICS
	<ul style="list-style-type: none"> <li>• Diversity – knowledge and assessment</li> <li>• Cross-cultural framework</li> </ul>
<b>Motivational Interviewing (4 hours)</b>	<ul style="list-style-type: none"> <li>• Client-centered counseling skills</li> <li>• Empathetic counseling skills</li> <li>• Effective behavior change</li> <li>• Building rapport</li> <li>• Support self-efficacy or confidence</li> <li>• Active listening</li> <li>• Treating resistance</li> </ul>
<b>Vicarious Trauma/Self-Care (2 hours)</b>	<ul style="list-style-type: none"> <li>• Compassion fatigue</li> <li>• Developing a self-care strategy</li> <li>• Secondary traumatization</li> <li>• Victimization/secondary victimization</li> <li>• Countertransference</li> </ul>
<b>Professional Responsibility (4 hours)</b>	<ul style="list-style-type: none"> <li>• Federal, state &amp; other governing laws and regulations</li> <li>• Ethics, values and professional conduct/Codes of Conduct</li> <li>• Philosophy of peer support</li> <li>• Boundary issues</li> <li>• Confidentiality</li> <li>• Documentation</li> <li>• Using supervision/consultation</li> </ul>
<b>Whole Health (8-16 hours)</b>	<p>Applicants must complete a minimum of 8 hours of training in topics related to whole health.</p> <ul style="list-style-type: none"> <li>• WRAP (16 hours)</li> <li>• WHAM (8 hours)</li> <li>• Peer Whole Health and Resilience (8 to 16 hours, depending on provider)</li> <li>• Training equivalent to the content covered in the three approved programs (above). FCB strongly recommends seeking pre-approval for whole health courses not listed above.</li> </ul>
<b>Electives (0-4 hours)</b>	<p>Hours vary depending on the WHOLE HEALTH training requirement. To calculate elective hours, add 28 CORE hours <i>plus</i> the awarded number of WHOLE HEALTH hours. Subtract this total from 40 to determine the number of required ELECTIVE training hours. Eligible training content is related to the CPS core competence.</p>