

MAINTAINING YOUR CERTIFICATION

CERTIFIED PREVENTION SPECIALIST and CERTIFIED SENIOR PREVENTION SPECIALIST

Certified Preventionists will follow the guidelines set forth in the Illinois Model for Prevention Specialists Certification. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Certified Preventionists will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs are available on the ICB's website, www.iaodapca.org, under Credentialing/Credentialing Forms/Preventionist. The form must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs may be uploaded at time of payment. CEUs will not be accepted by email.**

A. Continuing Education Policy

- Forty (40) continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUs obtained prior to the certified preventionist's initial date of certification are not eligible to be used for maintaining certification. A certified preventionist may receive CEU credit only once for a training event, even if the event is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times) One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.
- All 40 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by ICB for both categories.

- CATEGORY I** - Minimum 15 CEUs of education specific to alcohol, tobacco, and other drug use /dependency.

Examples - pharmacology, the effects of alcohol, tobacco, and other drugs on the human body, signs and symptoms of AOD use disorder, dynamics of the substance use, evaluation theory and procedure, theories of dependence, historical perspectives

- CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the prevention domains, tasks, and knowledge areas. Must have 6 hours prevention ethics education.

Examples - prevention program development, prevention theory and practice, public policy planning, AOD prevention research and program models, grant and proposal writing, supervisory and management skills, human development, teaching and training, public speaking, community organization, community needs assessment, target populations, networking, working with volunteers, marketing, written communication, systems approach to prevention, group facilitation, professional ethics, rules and regulations, family dynamics, cultural diversity.

B. Sources of Continuing Education Units

- Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the program number assigned by ICB, the number of CEUs, and the category.
- Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other self-study programs, is available with a maximum of 15 CEUs every two years.
- Certified Preventionists may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of an ICB committee.
- Teaching and training other Professionals in the Prevention Knowledge or Competency Areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education and public education lectures are not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
- Research papers accepted for publication, reading, or discussion at a professional meeting or conference, and professional publications in the prevention field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to one of the knowledge or skill areas and/or six prevention domains. The work can be counted only once, even though presented in more than one format or location. Petitions must be submitted for CEUs.

C. Agency In-service Education and Training Programs

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by ICB may be petitioned for CEUs

D. Validation of Continuing Education

Certified preventionists must document they have obtained CEUs and submit the appropriate validation for each educational experience.

1. Certificates or other proof of completion for ICB recognized or petitioned trainings.
2. Transcripts or other official grade reports for college or university courses.

E. Procedures for Preventionists to Petition for CEUs

Not all educational experiences available to the certified preventionist will have been awarded CEUs by ICB, requiring the certified preventionist to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the specific content and/or knowledge/skill related to the prevention domains/tasks
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the preventionist will be notified of the results. If recognized, the certified preventionist will be informed of the number of CEUs awarded.

F. Extension of Continuing Education Requirements

A certified preventionist unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the preventionist's expiration date. A preventionist not meeting the CEU requirement after the six-month extension shall not be permitted to place his or her certificate on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

NOTE: The preventionist should remember this process leaves him or her only 18 months to obtain CEU credit for the current certification period.

G. Inactive Status

A preventionist in good standing unable to meet the continuing education requirements for re-certification maintenance due to health or extenuating personal reasons may place their certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when the counselor wishes to activate his/her certification.

For detailed information refer to the [Illinois Model for the Certification of Prevention Specialists](#)

PLEASE PHOTOCOPY THIS FORM

ATTACH PROOF OF ATTENDANCE

PAGE _____ OF _____

CERTIFIED PREVENTIONIST

NAME: _____

CREDENTIAL NUMBER: _____

SIGNATURE: _____

DATE: _____

**CEUS WILL NOT BE
ACCEPTED BY EMAIL**

CATEGORY	TITLE OF TRAINING	CLOCK HOURS	LOCATION AND DATE OF TRAINING	SPONSOR AND/OR ICB PROGRAM No.

ILLINOIS CERTIFICATION BOARD
d/b/a IAODAPCA, Inc.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address _____ You may photocopy this form.

Name _____ Credential Number _____

Address _____ First MI Last
Credential Level _____

City State Zip Code Board Registration Number _____

Birth Date _____ Board Registration Level _____

CEU Category Requested:
Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type _____ Categories Needed _____

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type _____ Categories Needed _____

Credential Type _____ Categories Needed _____

Name of Training Program _____

Number of CEUs Requested _____ Date of Training Program _____

Brief Summary of Training Program Content and Goals:

Rationale: Why should this training program be recognized by ICB?

Attach documentation of program description, schedule, (may attach brochure)

Attach documentation of attendance (certificate, letter of verification, roster or sign in sheet) if applying for CEUs after attending the training program.

Signature _____ Date _____

One training program per petition. Petitions must be submitted at least 90 days prior to your certification expiration date, or with a completed recertification packet. Petitions received at least 90 days before the expiration date will be reviewed within 30 days of receipt and, you will be sent a letter regarding the results of the review.

Petition Fee \$10.00 - please send payment, with petition, in the form of a check, money order, or credit card. Make checks payable to ICB, Inc. The petition fee is non-refundable. Mail petition and payment to:
ICB, Inc.
401 East Sangamon Avenue
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged _____

Credit Card Number _____ - _____ - _____ - _____ Expiration Date _____
(VISA or MasterCard only)

(Three digit code listed near the signature line on the back of the credit card) Security Code: _____

Name on Card _____ Telephone Number () _____ - _____

Billing Address _____

City _____ State _____ Zip Code _____