



# MHACBO

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(503) 231-8164

[mhacbo@mhacbo.org](mailto:mhacbo@mhacbo.org)

<http://www.mhacbo.org>

## APPLICATION FOR CPS RECERTIFICATION

Name	Date
Address	Home Phone
City	Work Phone
State	Email
Zip	Job Title
Current Employer (primary)	Employed Since

I have not misused alcohol or other drugs at any time during the two years immediately preceding this application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

To the best of my knowledge the above statement is true.

Clinical or Administrative Supervisor \_\_\_\_\_ Date \_\_\_\_\_

### RECERTIFICATION APPLICATION CHECK LIST *(be sure to complete all of the following):*

- \_\_\_\_\_ Application Page (demographic data, include official documentation of any name changes)
- \_\_\_\_\_ Education Log - You must attach photocopies of certificates and/or transcripts to verify all education
- \_\_\_\_\_ \$100 for dual certified and \$150 for CPS only certified preventionist Recertification Fee
- \_\_\_\_\_ Extension request and any applicable fees if filing after the expiration of your certification.

# **MHACBO RECERTIFICATION POLICIES**

Certification is granted for a two year period. It may be renewed by Recertification, a process designed to assist the CPS in maintaining and expanding competence. If your certification has lapsed you must file for an extension, otherwise you will be dropped from the CPS roster. In order to file for an extension you must send a detailed letter explaining the cause for lapsed certification.

You will receive a recertification packet from MHACBO 30-60 days prior to the expiration date of your certificate. The packet will consist of this form, the Application for Recertification, Recertification Continuing Education Log form.

The Prevention Committee has established the recertification requirements for Certified Prevention Specialist. This requirement meets the International Certification Reciprocity Consortium's minimum requirements for Continuing Education of ICRC Certified Prevention Specialists.

Requirement:

**40 hours of Prevention Continuing Education every two years.**

## **EXTENSIONS POLICY**

Any CPS wishing to acquire an extension on expiring certification, must present a request for extension to the Board in writing to our office, or submit a request via the online submission form on our website. A no charge 30 day extension will be granted upon request. An additional 90 days (for a total of 120 days of extension from expiration of the certificate), may be granted at a cost of \$50.

## **RECERTIFICATION FEE FOR THOSE RENEWING BEFORE 1/1/2018**

- For those individuals that carry CADC certification through MHACBO, or Gambling Certification, the fee for recertification is \$100
- For those individuals that do not carry dual certification through MHACBO, the fee is \$150

## **RECERTIFICATION FEE FOR THOSE RENEWING 1/1/2018 AND AFTER**

- For those individuals that carry CADC certification through MHACBO, or Gambling Certification, the fee for recertification is \$125
- For those individuals that do not carry dual certification through MHACBO, the fee is \$175

# MHACBO CPS RECERTIFICATION CONTINUING EDUCATION LOG

Name	Date	Certification Expiration Date
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**You must attach photocopies of certificates and/or transcripts to verify all education  
Please fill out form completely, do no write "See Transcript"**

Course / Training / Workshop / College Course	Date: month/year	Provider / Sponsor / Instructor	Clock Hours
Ethics Training (minimum 6 hours)			
<b>TOTAL HOURS</b>			