



CPP

Certified Prevention Professional

Application Packet

**100 SOUTH TURNPIKE ROAD, SUITE C
WALLINGFORD, CT 06492**

PHONE: (203) 284-8800 FAX: (203) 284-9500

www.ctcertboard.org

Email: info@ctcertboard.org

Connecticut Certification Board, Inc.

Mission

To educate and credential behavioral health professionals in competency-based standards

History

The Connecticut Certification Board, Inc., is an independent, non-governmental, non-profit 501(c)3 organization. Since 1981, CCB has offered voluntary certification to substance abuse counselors, initially in alcoholism and, later, in 1984, in drug abuse. In 1993, CCB merged its certification functions with those of the Connecticut Association of Prevention Professionals and began offering a prevention practitioner credential.

Certification is a voluntary process by which professionals with a special interest in prevention or substance abuse treatment may receive recognition of demonstrated competency. Its purpose is to establish professional standards, which enable counselors, allied health professionals, health service providers, third party payers, employers, and the general public to recognize qualified professionals in these fields. Certification is evidence that standards of knowledge, skill competencies, and experience have been met.

CCB is a member of the International Certification and Reciprocity Consortium/Alcohol and Other Drugs (ICRC). ICRC is an organization created to promote uniform professional standards and quality for the prevention and substance abuse counseling professions. It works toward giving the substance abuse professional greater visibility, not only in the United States, but internationally. Because of our membership, Connecticut's reciprocally certified counselors and prevention professionals may re-locate to any member boards including the U.S. Air Force, Army, and Navy, Canada, Sweden, Germany, Malaysia, Singapore, the United Kingdom, Puerto Rico, and Bermuda. Transferring certification requires a minimum of effort and expense.

Definition and Scope of a Prevention Professional

The Connecticut Certification Board subscribes to a broad-based definition of prevention as "a proactive process of helping individuals, families and communities to develop the resources and capacities needed to develop and maintain healthy lifestyles." For this reason, prevention practitioners of any category may become certified as Prevention Professionals. These categories include, but are not limited to, substance abuse, child abuse, teen pregnancy, HIV/AIDS, school drop-out, suicide, and violence. In the field of addictions, prevention encompasses health promotion strategies.

General Application Checklist and Completion Guidelines

When you have completed the application, be sure to check this list to ensure that you have:

- _____ Given a reference form to your current supervisor and two other colleagues and asked them to complete the forms and send them *directly* to the CCB
- _____ Requested that copies of your academic transcripts be mailed directly to CCB, including one, if needed, from the DMHAS Prevention Unit
- _____ Verified that the trainings you are submitting meet the current education requirements
- _____ You must either live or work full time in Connecticut to apply for initial certification
- _____ Verified that the minimum requirements in all categories have been met, all trainings are listed on the appropriate page and copies of the attendance documentation is attached
- _____ Signed and returned both the Code of Ethics and the Authorization to Obtain & Release Information
- _____ **Made a copy of the entire packet for your records**
CCB will not provide you with a copy of your application.

What to do after submitting your application to CCB

Once you have sent us your application, you can expect to hear from the CCB confirming receipt of your application within two weeks after the submission deadline. After we have reviewed your portfolio we will notify you in writing (email or regular mail) of any changes or additional information that we require. We will also notify you, by letter, when we have accepted your application.

If you have concerns or questions about your certification packet after submitting it to us for review, or you have not be notified of the status of your application with four weeks, please document your question in an email or letter to us. We will attempt to respond to your inquiry as soon as possible.

To inquire by email, send your request to: info@ctcertboard.org

Fees (All Fees are Non-Refundable)

Fees for Initial Certification

Application filing fee	\$125
Written test (or test repeat)	\$125
Total cost of initial certification	\$250

Other Fees

Replacement/duplicate certificate	\$ 10
2 year recertification fee	\$ 50

Name _____

Education (circle highest level) GED High school Associates Bachelor's Master's PhD

Institution _____ Graduation Date _____
(Please list institution of highest academic achievement) (mm/dd/yyyy)

City: _____ State: _____

Major _____ Minor _____

Professional Affiliations and Current Licenses _____

Has certification or licensure been denied or rescinded in any other state (circle) No Yes

Please include details _____

Experience (if applicable)

Years in substance abuse treatment _____

Years in clinical supervision _____

Years in co-occurring treatment _____

Years in mental health treatment _____

Years in problem gambling treatment _____

Years in prevention _____ Field(s) in prevention _____

CONNECTICUT CERTIFICATION BOARD, Inc.

Code of Ethics: Prevention Professionals

The code of ethics is adapted from the National Association of Prevention Professionals and Advocates (NAPPA). As an assurance that prevention professionals have a clear understanding of the code, a prevention-specific ethics course is required for certification.

PREAMBLE

The Principles of Ethics are a model of standards of exemplary professional conduct. These Principles of the Code of Ethical Conduct for Prevention Professionals express the professional's recognition of his or her responsibilities to the public, to service recipients, and to colleagues. They guide members in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The Principles call for commitment to honorable behavior, even at the sacrifice of personal advantage. These principles should not be regarded as limitations or restrictions, but as goals toward which Prevention Professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the field.

PRINCIPLE 1: Non-Discrimination

A Prevention Professional shall not discriminate against service recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, economic condition, or physical, medical, or mental disability. A Prevention Professional should broaden her/his understanding and acceptance of cultural and individual differences, and, in so doing, render services and provide information sensitive to those differences.

PRINCIPLE 2: Competence

A Prevention Professional shall observe the profession's technical and ethical standards, strive continually to improve personal competence and quality of service delivery, and discharge professional responsibility to the best of his/her ability. Competence is derived from a synthesis of education and experience. It begins with the mastery of a body of knowledge and skill competencies. The maintenance of competence requires a commitment to learning and professional improvement that must continue throughout the professional's life.

- a. Professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable technical and ethical standards.
- b. Due care requires a professional to plan and supervise adequately and evaluate, to the extent possible, any professional activity for which she/he is responsible.
- c. A Prevention Professional should recognize limitations and boundaries of competencies and not use techniques or offer services outside of his/her competencies. Each professional is responsible for assessing the adequacy of her/his own competence for the responsibility to be assumed.
- d. Ideally, Prevention Professionals should be supervised by Nationally Registered Prevention Professionals (NRPP). When this is not available, Prevention Professionals should seek peer supervision or mentoring from other competent Prevention Professionals.
- e. When a Prevention Professional has knowledge of unethical conduct or practice on the part of an agency or Prevention Professional, he/she has an ethical responsibility to report the conduct or practices to appropriate funding or regulatory bodies or to the public.
- f. A Prevention Professional should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment for her/himself.

PRINCIPLE 3: Integrity

To maintain and broaden public confidence, Prevention Professionals should perform all responsibilities with the highest sense of integrity. Personal gain and advantage should not subordinate service and the public trust. Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle.

- a. All information should be presented fairly and accurately. Each professional should document and assign credit to all contributing sources used in published material or public statements.
- b. Prevention Professionals should not misrepresent either directly or by implication professional qualifications or affiliations.
- c. Where there is evidence of impairment in a colleague or a service recipient, a Prevention Professional should be supportive of assistance or treatment.
- d. A Prevention Professional should not be associated directly or indirectly with any service, products, individuals, and organization in a way that is misleading.

PRINCIPLE 4: Nature of Services

Practices shall do no harm to service recipients. Services provided by Prevention Professionals shall be respectful and non-exploitive.

- a. Services should be provided in a way which preserves the protective factors inherent in each culture and individual.
- b. Prevention Professionals should use formal and informal structures to receive and incorporate input from service recipients in the development, implementation, and evaluation of prevention services.
- c. Where there is suspicion of abuse of children or vulnerable adults, the Prevention Professional shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.

PRINCIPLE 5: Confidentiality

Confidential information acquired during service delivery shall be safeguarded from disclosure, including – but not limited to – verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases. Prevention Professionals are responsible for knowing the confidentiality regulations relevant to their prevention specialty.

PRINCIPLE 6: Ethical Obligations for Community and Society

According to their consciences, Prevention Professionals should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of Prevention Professionals to educate the general public and policy makers. Prevention Professionals should adopt a personal and professional stance that promotes health.

Signed Assurances and Code of Ethics

- A. I hereby attest that all of the information given is true and complete to the best of my knowledge and belief. I understand that falsification of any portion of this application will result in my being denied certification or revocation of same, upon discovery.
- B. I acknowledge the right of CCB, Inc. to verify the information in this application or to seek further information from employers, schools, or persons mentioned within.
- C. I will hold CCB, Inc., its Board of Directors members, officers, agents, and staff free from any civil liability for damages or complaints by reason of any action that is within their scope and arising out of the performance of their duties which they, or any of them, may take in connection with any examination and/or failure of the Board to bestow upon me certification as a treatment professional.
- D. I understand that upon acceptance of my application, additional fees will be due and payable for other aspects of the certification and recertification processes.
- E. I have read, understand, and agree to act in accordance with the Connecticut Certification Board's "Code of Ethics: Prevention Professionals" and the CCB's **Code of Ethical Conduct-Disciplinary Procedures (2010)** available on the CCB website at www.ctcertboard.org.

Printed Name: _____

Signature

Date

Authorization to Obtain Information

To: The Connecticut Certification Board, Inc.

I hereby authorize you to request and receive all records and/or information in any way relating to my application for certification or a specialty certificate. I understand that this includes, but is not limited to, verbal or written contacts with my employer(s), academic and training institutions, and/or other persons or organizations having pertinent information. This is a waiver of my privilege that may otherwise exist in respect to the disclosure of such information. I understand that this authorization will expire one year after certification lapses or when my certification expires, once CCB is notified of my intent not to recertify.

Printed Name: _____

Signature

Date

Overview of Prevention Professional Portfolio Requirements

PORTFOLIO REQUIREMENTS	CPP-Certified Prevention Professional
Work Experience	2,000 hours of Alcohol, Tobacco and Other Drug (ATOD) prevention work experience.
Education	100 hours of prevention specific education. Fifty hours of this education must be ATOD specific. Six hours must be specific to prevention ethics.
Supervised Practicum	120 hours specific to the five IC&RC prevention domains with a minimum of ten hours in each domain.
Examination	Applicant must pass the IC&RC International Written Prevention Specialist Examination.
Code of Ethics	Applicant must sign a prevention specific code of ethics affirmation statement.
Professional Development Plan	None
Reference Forms	Three positive reference forms, with one from current supervisor.
Recertification	40 hours of prevention specific continuing education each recertification period (two years)

Work experience can include full-time and part-time paid work, internship experiences, and volunteer work. Internship hours are counted as volunteer hours; volunteer work cannot exceed a total of 1,000 hours.

Board approved, unpaid internships may be substituted for up to one-half of the work experience. An academic internship, which is applied as work experience hours, may not also be applied towards the training requirement.

Please duplicate the following work experience page, as needed, until you have documented meeting the work experience requirements. Use one page for each employer and each position and/or each supervisor with the same employer.

You may attach an employment job description to any of these pages to further clarify the responsibilities of the position, but please be sure to have each supervisor sign and date each form.

Name: _____

Work Experience or Internship Certified Prevention Professional Application

Employer (_____) Phone Number

Address City State Zip Code

Job Description Attached? YES NO

Position Held

TOTAL HOURS OF WORK EXPERIENCE (that are documented on this page)

Were they: _____ Full-time paid hours _____ Part-time paid hours _____ Internship hours

With this work experience, how many hours were worked each week, on an average? _____

If internship, course name and #: _____

If internship, academic institution: _____

Total Number of Hours Worked		Total Number of ATOD Prevention Hours Worked		
-------------------------------------	--	---	--	--

DATES EMPLOYED IN THIS POSITION (please use actual dates; please do **NOT** use "present")

Started: Month _____ in Year _____ Ended: Month _____ in Year _____

Total number of years _____ and months _____ in this position? Currently working there: _____ yes _____ no

Total hours of direct supervision (1 on 1 and group) provided by this supervisor? _____

DUTIES (Please do not merely list core functions. You may attach a job description with your supervisor's signature.)

SUPERVISOR: _____ **please print clearly**

SUPERVISOR'S SIGNATURE: _____

Name: _____

Supervised Practicum for Prevention Professionals

SUPERVISED PRACTICUM REQUIREMENTS	Certified Prevention Professional
Supervised Practicum Requirement	120 hours with a minimum of 10 hours in each performance domain

The prevention practicum/mentoring experience is a critical element of the credentialing process. Most prevention practitioners do not work regularly in all five of the prevention performance domains:

- 1) Planning & Evaluation
- 2) Education & Skill Development
- 3) Community Organization
- 4) Public Policy & Environmental Change
- 5) Professional Growth & Responsibility

Yet, the prevention credential examination will test in all these areas, and, once credentialed, the prevention practitioner is expected to perform work at a professional level in all of these work domains.

Remember:

- Supervision means face-to-face time with a supervisor who is directly observing your work or engaging you in active reflection on the knowledge and skills necessary to conduct the functions of the substance abuse counselor in each of these competency categories
- Your method of tracking these training hours may be verified

You might have to make multiple copies of this page to document training at different agencies or with different supervisors within a single agency. Please submit one page per supervisor.

Name: _____

SUPERVISED PRACTICUM FOR PREVENTION PROFESSIONALS

Please document the total number of hours for which you have received supervised practical (on the job) training in each of the prevention domains. The minimum requirement is 10 hours in each domain, with a minimum of 100 hours total.

DOMAINS	AGENCY WHERE TRAINING WAS RECEIVED	# OF HOURS
Planning & Evaluation		
Education & Skill Development		
Community Organization		
Public Policy & Environmental Change		
Professional Growth & Responsibility		
TOTAL HOURS		

To the best of my knowledge, this is a true and accurate statement of the candidate's supervised practical training.

SUPERVISOR: _____

Clinical Supervisor's Signature: _____ Date: _____

Performance Domains: Certified Prevention Professionals

As of January 2007, the IC&RC Prevention Specialist Examination Role Delineation Study identified five domains:

Planning & Evaluation (PE)

Education and Skill Development (ESD)

Community Organization (CO)

Public Policy & Environmental Change (PPEC)

Professional Growth and Responsibility (PGR)

Candidates are required to take and pass the IC&RC Prevention Specialist Written Exam in order to become certified as a Certified Prevention Professional. The exam tests candidate's knowledge in each of the five domains with the following # of items per domain.

Planning & Evaluation (PE)	36 items
Education and Skill Development (ESD)	42 items
Community Organization (CO)	26 items
Public Policy & Environmental Change (PPEC)	20 items
Professional Growth and Responsibility (PGR)	26 items

Training Summary

- A minimum of 100 hours of training must be documented
- **A minimum of 50 hours of training must be *specific* to the field of Alcohol, Tobacco and Other Drugs.**
- A minimum of 6 hours must be specific to prevention ethics.

*Please list the number of training hours for each of the educational requirements listed and attach all supporting documentation including copies of certificates of attendance and official transcripts for all training and education events.

<i>Prevention Training</i>		
	MINIMUM HOURS REQUIRED	TRAINING HOURS
Planning & Evaluation	18	
Education & Skill Development	24	
Community Organization	24	
Public Policy & Environmental Change	12	
Professional Growth & Responsibility	12	
Prevention Ethics	6	
Total Training Hours	100	

Please note that the minimum required only equals 96 hours. You will have to go over in one or more categories to complete the 100 total hours required.

Reference Forms: Certified Prevention Professional

REFERENCES REQUIREMENTS	CPP-Certified Prevention Professionals
References	3 positive references 1 from your current supervisor able to evaluate your work in the prevention performance domains listed on the reference form 2 from professional colleagues who can attest to your ability to perform in the prevention performance domains listed on the reference form

These forms are to be mailed back directly to CCB by the person completing the reference form.

Supervisor Reference Form

Please hand deliver or mail the form to your current work supervisor. It evaluates your work in each of the prevention performance domains knowledge and skill areas. Please request that your supervisor take no longer than 10 days to complete and return the form directly to CCB as not receiving the reference could be grounds to deny your application and/or can hold up the approval process thus resulting in a delay in the examination session you would qualify for.

Professional Colleague Reference Form

Please hand deliver or mail the form to two of your professional colleagues. It evaluates your work in various prevention performance competencies. Please request that your colleague take no longer than 10 days to complete and return the form directly to CCB as not receiving the reference could be grounds to deny your application and/or can hold up the approval process thus resulting in a delay in the examination session you would qualify for.



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To the Candidate's Supervisor:

Candidates for prevention professional certification are required to submit three satisfactory references, one of them from the candidate's current or most recent Supervisor. You are asked as the Supervisor of the candidate whose name appears on the attached form to complete the attached reference and return it with this letter **directly to CCB**. The references are an integral part of the certification process. It is therefore imperative that each reference be filled out as completely as possible and returned on a timely basis.

Certification is based upon professional experience, training and education requirements, references, and a written exam. Credentialed Prevention Professionals are dedicated to the highest standards of training, competence, knowledge, and skills in the development and implementation of effective prevention programs.

Applicant's Name: _____

Place of Employment: _____

Dates of Employment: _____ to _____ (please provide month and year)

Description of work setting/program: _____

Services Provided by Applicant: _____

Supervisor Name: _____
 please print clearly

Supervisor's Signature: _____

**CERTIFIED PREVENTION PROFESSIONAL REFERENCE FORM
Current Supervisor**

Candidate's Name _____ Social Security No. ____/____/____

Clearly Printed Name of Rater: _____ Title/Position/Credentials: _____

Agency/Address: _____

Relation to applicant: Supervisor____ Administrator____ Co-worker____ Other (Specify)_____ How long:_____

INSTRUCTIONS: Please read the description of the various skills outlined below. Using the six-point (0-5) scale shown below, determine the number which most nearly describes the applicant's ability in each category and enter this number in the blank provided to the right of the statement in the column marked "Score". If you have no basis for evaluating the applicant in a particular area, please enter "0" in the scoring column.

SCORING SCALE

No basis for judgment	Inadequate	Needs Improvement	Competent	Above average competence	Exceptional
0	1	2	3	4	5

SCORE

PE	Planning and Evaluation	
1)	Selecting strategies to meet the needs of target populations	
2)	Applying sound prevention theory and practice	
3)	Identifying funding sources	
4)	Reviewing evaluation forms	
5)	Conducting evaluation activities	
6)	Documenting project activities and outcomes	
7)	Refining the prevention program	
ESD	Education and Skill Development	
1)	Tailoring education and skill development to meet a populations needs	
2)	Connecting prevention theory and practice using current research and program models	
3)	Developing culturally competent education and training	
4)	Providing prevention information to professionals	
CO	Community Organization	
1)	Defining the community through demographic and core values	
2)	Identifying and engaging key community members	
3)	Identifying needs and resources	
4)	Developing a prevention plan through collaboration with members of the community	
5)	Supporting the community through technical assistance	
6)	Developing the capacity of the community	
PPEC	Public Policy & Environmental Change	
1)	Identifying/informing policy makers	
2)	Planning public policy initiatives	
3)	Establishing a relationship with the media/being a credible resource	
4)	Promoting advocacy for prevention	
PGR	Professional Growth and Responsibility	
1)	Attaining knowledge of current prevention theory and practice	
2)	Networking with colleagues and others in the field	
3)	Behavior in accordance with the Code of Ethics	
4)	Developing cultural competence	
	Total	

SIGNATURE OF RATER: _____ DATE: _____



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Dear Colleague:

You have been selected as one of three professional references by a candidate seeking certification as Certified Prevention Professional with the Connecticut Certification Board. Please return the reference form **directly to CCB**. The references are an integral part of the certification process. It is therefore imperative that each reference be filled out as completely as possible and returned on a timely basis.

Certification is based upon professional experience, training and education requirements, references, and a written exam. Credentialed Prevention Professionals are dedicated to the highest standards of training, competence, knowledge, and skills in the development and implementation of effective prevention programs.

Thank you for your time and interest in enhancing the quality of behavioral healthcare in Connecticut.

Sincerely,

Connecticut Certification Board, Inc.

CONNECTICUT CERTIFICATION BOARD, Inc.
CERTIFIED PREVENTION PROFESSIONAL REFERENCE FORM

Candidate's Name _____ Social Security No. ____/____/_____
 Clearly Printed Name of Rater: _____ Title/Position/Credentials: _____
 Agency/Address: _____
 Relation to applicant: Supervisor____ Administrator____ Co-worker____ Other (Specify)_____ How long:_____

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SCORE

1)	Group Facilitation: Facilitation of group process, effective communication, knowledge of life skills (topics such as: problem solving, coping skills, goal setting, decision making, etc.)	
2)	Networking/Building Collaboration: Facilitating informal and formal connections between persons and/or systems for the purpose of information, resource sharing, and mutual support (e.g., networking, collaboration, cooperation.	
3)	Teaching/Training: Providing structured opportunities for the transfer of information and the building of skills to meet specific learning objectives. Verbal and non-verbal communication, organization of presentations, use of A/V aids, audience management, developing and maintaining group rapport, use of instructional resources.	
4)	Program Development and Implementation Skills: Conceptualization and design of prevention programs to meet the identified needs of specific target populations; includes use of research, development of goals and objectives, identification of available resources, creation of new resources, analysis of assessments.	
5)	Consultation Skills: Providing issue clarification, information and alternative solutions and/or specific recommendations to individuals, organizations and groups regarding prevention efforts.	
6)	Personal Style: Exhibits warmth, empathy, support; provides opportunities for growth; challenges habits; constructively confronts when appropriate; encourages creativity; enhances human potential.	
7)	Resource Development: Working with individuals, groups and organizations to develop human, financial and other resources; volunteer development; funding source identification.	
8)	Community Assessment: Systematic approach to the collection, organization and analysis of data to gain understanding of needs, choices or behavior; designs of instruments, methods of collection, use of current statistics.	
9)	Evaluation: Collecting and processing information which can be used to improve prevention practice.	
10)	Public Policy Impact: Intervention into institutional and/or public policies to alter and/or introduce formal and informal prevention policies; advocacy, understanding on legislative processes; state, federal and local rules and regulations impacting on prevention.	
11)	Ethics: Practice ethical behavior by understanding and adhering to legal and professional standards in order to promote the integrity of the profession.	
Total		

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6)	Personal Style: Exhibits warmth, empathy, support; provides opportunities for growth; challenges habits; constructively confronts when appropriate; encourages creativity; enhances human potential.	
7)	Resource Development: Working with individuals, groups and organizations to develop human, financial and other resources; volunteer development; funding source identification.	
8)	Community Assessment: Systematic approach to the collection, organization and analysis of data to gain understanding of needs, choices or behavior; designs of instruments, methods of collection, use of current statistics.	
9)	Evaluation: Collecting and processing information which can be used to improve prevention practice.	
10)	Public Policy Impact: Intervention into institutional and/or public policies to alter and/or introduce formal and informal prevention policies; advocacy, understanding on legislative processes; state, federal and local rules and regulations impacting on prevention.	
11)	Ethics: Practice ethical behavior by understanding and adhering to legal and professional standards in order to promote the integrity of the profession.	
	Total	

SIGNATURE OF RATER: _____ **DATE:** _____