

**APPLICATION
CERTIFIED PREVENTION SPECIALIST**

Please type or print in ink.

1. Name: _____
(As you wish it to appear on your certificate)

2. Home Address: _____
Street/P.O. Box

City/State/Zip Code

3. Home Phone: _____

4. Email: _____

5. Social Security Number: _____

6. What language(s) are you fluent in other than English? _____

7. What is your ethnicity? (Optional -- research purposes only)

- | | |
|-------------------------|-----------------------------|
| ___ (1) Alaskan Native | ___ (14) Micronesian |
| ___ (2) American Indian | ___ (15) Samoan |
| ___ (3) Cambodian | ___ (16) Tongan |
| ___ (4) Chinese | ___ (17) Other Pacific Isle |
| ___ (5) Filipino | ___ (18) African American |
| ___ (6) Japanese | ___ (19) Caucasian |
| ___ (7) Korean | ___ (20) Portuguese |
| ___ (8) Laotian | ___ (21) Cuban |
| ___ (9) Okinawan | ___ (22) Mexican |
| ___ (10) Other Asian | ___ (23) Puerto Rican |
| ___ (11) Fijian | ___ (24) Other Hispanic |
| ___ (12) Hawaiian | ___ (25) Mixed |
| ___ (13) Part Hawaiian | ___ (26) Other Specify |

FOR OFFICIAL USE ONLY

Fee Amount: _____ Transcripts: _____

Date Received: _____ Preceptor Forms: _____

Code of Ethics: _____

DBASE: _____ Background Check: _____

I have a: (high school diploma or highest degree completed :) _____

In what area of study: _____

I have requested that official transcripts be sent to ADAD: YES NO

PREVENTION SPECIFIC EDUCATION (Need to have a total of at least 100 hours documented on official transcripts or certificates of completion)
Alcohol, Tobacco or Other Drugs Education: _____ hours (Minimum 50 hours)
Professional Ethics: _____ hours (Minimum 6 hours)
Related Prevention Specific Education: _____ hours (Minimum 44 hours)
TOTAL: _____

SUBSTANCE ABUSE PREVENTION WORK HISTORY

Work history must be verified through the Work Experience Verification Record.

NOTE: You may send your resume in lieu of this work history.

Start with your most recent prevention employment. If none, write “none” under employer. You must provide sufficient information to clearly document preceptor-supervised alcohol and other drug prevention experience. You may attach job descriptions or other relevant materials to provide further clarification. **INFORMATION WHICH CANNOT BE VERIFIED WILL NOT BE ACCEPTED.**

Indicate your employment status for each position as full-time (40 hours or more per week); part-time (less than 40 hours per week); Intern (position within a structured training program); or volunteer (unpaid position). **IF YOU ARE WORKING AS A VOLUNTEER, YOU MUST ATTACH A JOB DESCRIPTION FROM YOUR EMPLOYER.**

EMPLOYER:	DATES OF EMPLOYMENT: FROM: TO:
EMPLOYER'S ADDRESS:	AVERAGE NUMBER OF HOURS WORKED PER WEEK:
PRECEPTOR/SUPERVISOR'S NAME:	PRECEPTOR/SUPERVISOR'S PHONE NUMBER:
EMPLOYMENT STATUS, DUTIES & RESPONSIBILITIES:	PERCENT OF YOUR TIME SPENT IN PROVIDING SUBSTANCE ABUSE PREVENTION SERVICES:

EMPLOYER:	DATES OF EMPLOYMENT: FROM: TO:
EMPLOYER'S ADDRESS:	AVERAGE NUMBER OF HOURS WORKED PER WEEK:
PRECEPTOR/SUPERVISOR'S NAME:	PRECEPTOR/SUPERVISOR'S PHONE NUMBER:
EMPLOYMENT STATUS, DUTIES & RESPONSIBILITIES:	PERCENT OF YOUR TIME SPENT IN PROVIDING SUBSTANCE ABUSE PREVENTION SERVICES:

This form may be reproduced, as needed, to complete your work history.

Have you at any time, been the subject of a finding of unethical, unprofessional, or illegal conduct made as part of a final decision by a regulatory body (e.g. certification or licensing board) or by a court (civil or criminal)?

_____YES _____No (If yes, attach an explanation and copies of official documents.)

“I hereby certify that all of the information given herein and on any attachment is true and complete to the best of my knowledge. I also authorize any necessary investigations and the release of personal information to the Alcohol and Drug Abuse Division. I understand that falsification of any portion of this application or attachments may result in the revocation of this application.

I further agree to hold the Department of Health, Alcohol and Drug Abuse Division agents, staff and examiners free from any civil liability for damages or complaints about any action within the scope and arising out of the performance of their duties and which is taken in connection with this application, the examinations, grades received on examinations, and/or the failure of the Division to issue me a certificate.”

Applicant’s Name (PRINT IN INK)

Applicant’s Signature (SIGN IN INK)

Date

** You must sign the “Code of Ethics Statement” which is included in this packet. Unsigned or incomplete applications will not be processed.

RECORD STORAGE

The Alcohol and Drug Abuse Division maintains records on all applicants for Certified Prevention Specialist. Inactive records are archived for three (3) years from date of last correspondence and may be destroyed after three (3) years from the date of last correspondence. Therefore, it is important to keep ADAD informed of any address change.