

# Certified Prevention Specialist

CPS™

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*The Addiction Counselor  
Certification Board of Oregon is  
a prevention member board of the  
International Certification  
Reciprocity Consortium and an  
affiliate of the National  
Association of Alcoholism and  
Drug Abuse Counselors.*

*Prepared by the ACCBO Prevention  
Certification Commission, June 1998*

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*The ATOD Prevention Specialists Written Certification  
Examination is a sealed psychometric objective examination and is  
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*Approved by the Board of Directors, , 1998*

**Application for CPS™**

**Certified  
Prevention  
Specialist**

**Contents**

Overview and Instructions	<i>page</i>	2
Applicant Registration	<i>page</i>	3
Verification of Experience Form	<i>page</i>	4
Verification of Experiential Learning Evaluation Form	<i>page</i>	5
Verification of Education Form	<i>page</i>	7
Examination Registration Procedures	<i>page</i>	8
Preventionist Ethics Agreement	<i>page</i>	9
Criminal History Background Check	<i>page</i>	11
Recertification And Extensions Policies	<i>page</i>	12
Bibliography of Recommended Readings and Literature Resources	<i>page</i>	12

# Application Directions

A completed application packet must be submitted prior to examination placement. Application must be submitted at least 10 weeks prior to any desired examination date (see schedule for examination dates on the cover letter).

## General Description of Prerequisites

- ❑ 2,000 Hours of Alcohol, Tobacco and other Drug use Prevention related experience.
- ❑ 150 Education Hours in “Prevention” specific topics, including:
  - 20 hours minimum in ATOD Education (drug 101, alcohol 101, marijuana, methamphetamine, inhalants, hallucinogens, opiates, etc.)
  - 50 hours minimum ATOD Prevention Education (Project Alert, PDFY, Life Skills, Smoke Free, HLAY 2000, etc.)
  - 10 hours minimum Risk & Protective Factor Education (Oregon Together, Assets & Resiliency, etc.)
  - 70 hours maximum general prevention topics (violence, HIV, teen pregnancy, etc.)
- ❑ Verification of 120 hours of supervised experiential learning in the 5 Prevention Performance Domains (minimum 10 hours each domain) with documented evaluation.
- ❑ Signed/dated Agreement to Ethical Practice Guidelines.
- ❑ National criminal history background check, to be reviewed and approved by the ACCBO Prevention Certification Commission.
- ❑ International Certification Reciprocity Consortium Prevention Credentialing Examination: Upon submission & approval of a completed application packet the candidate will be scheduled for examination and must achieve a passing score as established by the ICRC/AODA on the Prevention Credentialing Examination.

## Instructions for completing this Application Packet

- ❑ **Complete the Applicant Registration Form**
- ❑ **Complete the Experience Form**  
If you are documenting experience at more than one agency, photocopy the forms to total the required 2,000 hours of experience.
- ❑ **Complete the Supervised Experiential Learning Form**  
Submit this form to an individual who is currently or has supervised/trained you in the past and is generally familiar with your work experience history as a preventionist.
- ❑ **Complete the Educational Summary Form**  
If you need more room than what is provided on the form, photocopy it for additional space. Please attach photocopies of all certificates and transcripts.
- ❑ **Sign & Date the Agreement to Ethical Practice Guidelines**
- ❑ **Complete the Criminal History Background Check** as directed. The ACCBO Prevention Commission will review the criminal history background check for both violent offenses and sexual offenses that may prohibit award of this credential.
- ❑ **Submit the Appropriate Fees** (see fee schedule on the cover letter).
- ❑ **Review the Examination “Suggested Reading List”**  
Review contemporary examination findings, both internationally and within the State of Oregon (see exam “stats” in cover letter).

# Applicant Registration Form

*Please print.*

Full Legal Name	Date
Home Address	City
State	Zip Code

Home Phone	Work Phone	Email
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Social Security Number

Current Employer & Address

## Statement of Alcohol & Drug Abstinence, Misuse & Abuse

Check one of the following:

I AM NOT recovering from chemical addiction and I hereby attest that I have not misused or abused alcohol or other drugs for the 3 years immediately preceding this application.

I AM recovering from chemical addiction, and I hereby attest that I have not misused or abused alcohol or other drugs for the 3 years immediately preceding this application.

\_\_\_\_\_

Applicant Signature

## Applicant's Statement of Application for Credentialing

I hereby apply for certification in Oregon as a Certified Prevention Specialist. I understand that the application fee is non-refundable and that the ICRC Examination Fee is non-refundable and non-transferable from one examination date to another. I understand that if for any reason I am unable to attend a pre-arranged National Examination appointment that I will forfeit those fees paid for the National Examination.

Furthermore, I attest that the information I have given in this application and all supporting documentation is correct and true. I give ACCBO my permission to verify any statements or supplementary documentation given in any part of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# 2,000 Hours Documented Prevention Experience Form

## Prevention Domains Copyright 1994, ICRC/AODA

Photocopy as many copies of this form as you will need. You will most likely need one copy for each agency/organization you have been employed or contracted with. You must submit a minimum of 2,000 Experience Hours in order to be eligible for National Examination.

The following documentation is quantitative only and should not be confused with the qualitative analysis of Experience/Training that follows this form.

Applicant Name
Position Title
Dates of Employment (from – to)
Employer/Agency/Organization
Supervisor/Administrator/State Office Personnel or other verifying individual approved by the Prevention Commission

Please estimate the number of hours accrued in each category of the Prevention Competencies.

Total those numbers and sign.

6 months Full-time	=	1,000 hours
1 Full-time year	=	2,000 hours
2 Full-time years	=	4,000 hours

Hours Accrued      Prevention Core Competencies

\_\_\_\_\_ *Domain 1:*  
**Planning & Evaluation**

\_\_\_\_\_ *Domain 2:*  
**Education and Skill Development**

\_\_\_\_\_ *Domain 3:*  
**Community Organization**

\_\_\_\_\_ *Domain 4:*  
**Public & Organizational Policy**

\_\_\_\_\_ *Domain 5:*  
**Professional Growth & Responsibility**

**Total Hours Accrued**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verifying Signature

\_\_\_\_\_  
Date

**Review the Prevention Competencies before estimating hours in each of the 5 domains.**

# Evaluation of a Minimum of 120 hours of Supervised Experiential Learning

Prevention Domains 2000, ICRC/AODA

## Directions

Please supply this evaluation form to an appropriate individual who has provided you with a minimum of 120 hours (minimum of 10 hours in each performance domain) of supervised experiential learning in the Prevention Competencies.

## Evaluator Directions

Please complete the following form scoring each area by circling numerals 1, 2, or 3.

- 1 – needs improvement or has not performed  
 2 – satisfactory performance of the competency  
 3 – exceeds general competence

Applicant Name

Supervisor/Administrator/State Office Personnel or other approved verifying individual who has provided experiential training and is completing this evaluation form:

Dates of Supervision

From: \_\_\_\_\_ To: \_\_\_\_\_

General statement of the evaluators qualifications to provide supervision and evaluation:

## I. Planning & Evaluation

<i>Competency 1:</i> Assessing community needs.	1	2	3
<i>Competency 2:</i> Developing a Prevention Plan.	1	2	3
<i>Competency 3:</i> Selecting strategies to meet the needs of target populations.	1	2	3
<i>Competency 4:</i> Applying sound prevention theory and practice.	1	2	3
<i>Competency 5:</i> Identifying funding sources.	1	2	3
<i>Competency 6:</i> Reviewing evaluation options.	1	2	3
<i>Competency 7:</i> Conducting evaluation activities.	1	2	3
<i>Competency 8:</i> Documenting project activities and outcomes.	1	2	3
<i>Competency 7:</i> Refining the prevention program.	1	2	3

## II. Education & Skill Development

<i>Competency 1:</i> Tailoring education and skill development.	1	2	3
<i>Competency 2:</i> Connecting prevention theory and practice using current research and program models.	1	2	3
<i>Competency 3:</i> Maintaining fidelity when replicating research based prevention programs.	1	2	3

<i>Competency 4:</i> Developing culturally competent education and training.	1	2	3
<i>Competency 5:</i> Conducting education and skill development activities.	1	2	3
<i>Competency 6:</i> Educating consumers by providing accurate and appropriate information.	1	2	3
<i>Competency 7:</i> Disseminating appropriate information through prevention materials.	1	2	3
<i>Competency 8:</i> Providing prevention information to professionals.	1	2	3

### III. Community Organization

<i>Competency 1:</i> Defining the community through demographics and core values.	1	2	3
<i>Competency 2:</i> Identifying key community members.	1	2	3
<i>Competency 3:</i> Identifying and engaging community leaders.	1	2	3
<i>Competency 4:</i> Identifying needs and resources.	1	2	3
<i>Competency 5:</i> Developing a prevention plan through collaboration with members of the community.	1	2	3
<i>Competency 6:</i> Supporting the community through technical assistance.	1	2	3
<i>Competency 7:</i> Developing the capacity of the community.	1	2	3

### IV. Public and Organizational Policy

<i>Competency 1:</i> Identifying policy makers.	1	2	3
<i>Competency 2:</i> Planning public policy initiatives.	1	2	3
<i>Competency 3:</i> Gaining support of decision makers.	1	2	3
<i>Competency 4:</i> Establishing a relationship with the media/being a credible resource.	1	2	3
<i>Competency 5:</i> Promoting advocacy for prevention.	1	2	3

### IV. Professional Growth and Responsibility

<i>Competency 1:</i> Attaining knowledge of current prevention theory and practice.	1	2	3
<i>Competency 2:</i> Networking with colleagues/others in the field.	1	2	3
<i>Competency 3:</i> Adhering to legal and professional standards.	1	2	3
<i>Competency 4:</i> Recognizing community norms to ensure sensitivity to unique needs.	1	2	3
<i>Competency 5:</i> Developing cultural competence.	1	2	3

Evaluator Signature \_\_\_\_\_

Print Name \_\_\_\_\_

# Prevention Educational Prerequisites

## Directions

Photocopy as many copies of this form as you will need to document your education. Place the name of the educational course/event that you attended in the spaces provided. Include the number of clock hours awarded and total hours.

- ❑ You must document the minimum prerequisites of 150 clock hours in “Prevention” specific education.
  - 20 hours minimum in ATOD Education (drug 101, alcohol 101, marijuana, methamphetamine, inhalants, hallucinogens, opiates, etc.)
  - 50 hours minimum ATOD Prevention Education (Project Alert, PDFY, Life Skills, Smoke Free, HLAY 2000, etc.)
  - 10 hours minimum Risk & Protective Factor Education (Oregon Together, Assets & Resiliency, etc.)
  - 70 hours maximum general prevention topics (violence, HIV, teen pregnancy, etc.)

Attach photocopies of transcripts and certificates to your application. Supply letters verifying attendance of trainings where no certificate is available.

To convert college credit hours into clock hours please see the key on your transcript or consult your university or college where the credits were accumulated. In most cases:

- 1 credit = 10 clock hours

## ATOD Education (20 hours minimum)


## ATOD Prevention Education (50 hours minimum)


## Risk Protective Factor Education (10 hours minimum)


## General Prevention Education (70 hours maximum)


<b>Total Hours</b>	
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# Examination Registration for the Prevention Specialists Written Certification Examination

Copyright 1994, ICRC/AODA, Revised, 1997

## EXAM OVERVIEW

The Prevention Specialists Written Certification Examination, Copyright 1994, ICRC/AODA, Revised 1997, is a sealed professional psychometric examination which is the property of the International Certification Reciprocity Consortium. The examination contains 150 multiple choice questions covering the Prevention Domains, Copyright 1994, ICRC/AODA. The Prevention Domains are a description of the core competencies of a prevention professional, based upon a national Role Delineation study.

## EXAMINATION PREREQUISITES

In order to be placed for this examination you must submit a completed application packet to the ACCBO Prevention Certification Commission.

## LOCATION OF EXAM

The location(s) of the examinations are based upon the number applicants per examination period in any given area of the state of Oregon. ACCBO will attempt to make reasonable accommodations for exam placement in three regions of the state; Eastern Oregon, Portland-Metro, and Southern Oregon.

## SPECIAL TESTING PROCEDURES

If you require specialized testing procedures, please indicate the type of accommodations you desire. ACCBO will make reasonable accommodations for individuals with documented disabilities prohibiting standardized testing methodologies.

## INSTURCTIONS

Once you have completed this application packet, please fill out the examination registration form on the right side of this page.

Applicant Name

In which examination session would you like to take the exam? (See cover letter with exam session schedule)

The Weekend of:        /        /

## Statistical Data

### EDUCATION LEVEL (check one or more)

- No High School Diploma
- High School Diploma or GED
- Vocational Certification
- Associates Degree
- Bachelors degree
- Masters Degree
- Doctorate
- No Comment

### RACE

- Caucasian
- African-American
- Native American or Alaskan Native
- Asian
- Hispanic
- Native Hawaiian
- Pacific Islander (Non-native Hawaiian)
- Other
- No Comment

### GENDER

- Male
- Female
- No Comment

Do you require any special testing procedures to accommodate a documented disability?

What region of the State would you prefer to take this examination in?

- Portland-Metro
- Southern Oregon
- Eastern Oregon
- Central Oregon

Applicant Signature:

\_\_\_\_\_

# Code of Ethical Conduct for Prevention Professionals

*Resource: NAAPA Ethical Standards*

## 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/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 for which Prevention Professionals should constantly strive. They are guided by core values and competencies that have emerged with the development of the field.

## Principles

### I. 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 or mental disability, including persons testing positive for AIDS-related virus. A Prevention Professional should broaden his/her understanding and acceptance of cultural and individual differences, and in so doing render services and provide information sensitive to those differences.

### II. Competence

A Prevention Professional shall observe the professional'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 any professional activity for which he or she 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 his or her own competence for the responsibility to be assumed.
- D. When a Prevention Professional is aware of unethical conduct or practice on the part of an agency or prevention professional, he or she has an ethical responsibility to report the conduct or practices to appropriate authorities or to the public.

### III. Integrity

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

- A. Personal gain and advantage should not subordinate service and the public trust. 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. A Prevention Professional should not be associated directly or indirectly with any services or products in a way that is misleading or incorrect.

# Ethics Commission Policies

## IV. Nature of Services

Above all, Prevention Professionals shall do no harm to service recipients. Practices shall be respectful and non-exploitative. Services should protect the recipient from harm and the Professional and the profession from censure.

- A. Where there is evidence of child or other abuse, the Prevention Professional shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.
- B. Where there is evidence of impairment in a colleague or a service recipient, a Prevention Professional should be supportive of assistance or treatment.
- C. A Prevention Professional should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment for himself/herself.

## V. 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.

## VI. 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 who must adopt a personal and professional stance that promotes the well-being of all humankind.

*I have read, understood and agree to adhere to the above stated principles.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

The ACCBO Ethics Commission shall review and potentially investigate all complaints filed against any of its certified constituency.

When a complaint is filed, the ACCBO Ethics Commission shall notify the certified individual by mail at the last known address available to ACCBO. The certified individual shall have opportunity to respond to any grievance or allegation filed against them.

In order to file a complaint on a certified Preventionist, please contact ACCBO for the appropriate forms.

# Criminal History Background Check

## Directions

The applicant shall acquire a criminal history background check from their local Police Department or Sheriffs Office. If such criminal history check has occurred within the past year prior to this application, the applicant may forward a copy of that criminal history check from another institution (such as a school or state approved treatment agency). Documentation of a LEADS (Law Enforcement Data Systems) background check shall be submitted in conjunction with this application. The fees for the LEADS may vary from community to community (typically ranging between \$10-\$20) and shall be the responsibility of the applicant. The criminal history check shall be forwarded to ACCBO by certified LEADS personnel.

Should the applicant successfully complete the certification process, their certificate shall state that they have passed the ACCBO Prevention Standards criminal history check through LEADS. Those standards shall be printed on the reverse side of the certificate.

The applicant shall not construe their LEADS verification through ACCBO as meeting other institutional rules such as those established by Oregon Public Schools, which includes an FBI NCIC national criminal history background check.

Convictions listed in ORS 342.143 or the substantive equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, shall be refused certification, until such time that their record becomes expunged, or until such time the decision is reversed by the board upon appeal in contested cases.

- A. ORS 163.095 Aggravated Murder
- B. ORS 163.115 Murder
- C. ORS 163.235 Kidnapping in the First Degree
- D. ORS 163.355 Rape in the Third Degree
- E. ORS 163.365 Rape in the Second Degree
- F. ORS 163.375 Rape in the First Degree
- G. ORS 163.385 Sodomy in the Third Degree
- H. ORS 163.395 Sodomy in the Second Degree
- I. ORS 163.405 Sodomy in the First Degree
- J. ORS 163.408 Unlawful Sexual Penetration in the Second Degree
- K. ORS 163.411 Unlawful Sexual Penetration in the First Degree
- L. ORS 163.415 Sexual Abuse in the Third Degree
- M. ORS 163.425 Sexual Abuse in the Second Degree
- N. ORS 163.427 Sexual Abuse in the First Degree
- O. ORS 163.435 Contributing to the Sexual Delinquency of a Minor
- P. ORS 163.445 Sexual Misconduct
- Q. ORS 163.455 Accounting for Deviant Purposes
- R. ORS 163.465 Public Indecency
- S. ORS 163.515 Bigamy
- T. ORS 163.525 Incest
- U. ORS 163.547 Child Neglect in the First Degree
- V. ORS 163.575 Endangering the Welfare of a Minor
- W. ORS 163.670 Using Child in Display of Sexually Explicit Conduct
- X. ORS 163.675 Sale of Exhibition of visual Reproduction of Sexual Conduct by Child
- Y. ORS 163.680 Paying for Viewing Sexual Conduct Involving a Child
- Z. ORS 164.325 Arson in the First Degree
- AA. ORS 167.007 Prostitution
- BB. ORS 167.012 Promoting Prostitution
- CC. ORS 167.017 Compelling Prostitution
- DD. ORS 167.062 Sadomasochistic Abuse or Sexual Conduct in Live Show
- EE. ORS 167.065 Furnishing Obscene Materials to Minors
- FF. ORS 167.070 Sending Obscene Materials to Minors
- GG. ORS 167.075 Exhibiting an Obscene Performance to a Minor
- HH. ORS 167.080 Displaying Obscene Materials to Minors
- II. ORS 167.087 Disseminating Obscene Materials
- JJ. ORS 167.090 Publicly Displaying Nudity or Sex for Advertising Purposes
- KK. ORS 475.995 Distribution of Controlled Substances to Minors
- LL. ORS 475.999 Manufacture or Delivery of Controlled Substances to Minor or Student within 1,000 Feet of a School

Should a LEADS criminal history background check produce conviction on any of the above stated crimes, certification shall be withheld. The applicant may file an appeal in contested cases. To find out more about the appeals procedure contact ACCBO.

# Recertification And Extensions Policies

## Recertification Policy

- ❑ **40 Hours of Continuing Education in Prevention Topics**
  - ❑ **including a minimum of 6 hours of prevention ethics every two years**

Certification is granted for a two-year period. It may be renewed by Recertification, a process designed to assist the Certified Prevention Specialist in maintaining and expanding competence. If your certification has lapsed you must file for an extension, otherwise you will be dropped from the Certified Prevention Specialists roster. You will receive a recertification packet from ACCBO 30-60 days prior to the expiration date of your certificate.

1. The recertification applicant must demonstrate 40 clock hours of continuing education in prevention education and ATOD education.
  - \* college course work
  - \* workshops
  - \* inservices
  - \* training
  - \* classes
2. The recertification applicant must complete the Record of Training Education and attach all certificates or transcripts. Only recorded training hours accompanied by a certificate will be accepted. Program schedules, syllabuses, flyers will not be accepted.
3. The recertification fee must accompany your recertification application. The fee may change annually based upon the fiscal viability of the Certification Body. The Certification Board is self sustaining through its own constituency as does not receive outside funds. (Please see current fee schedule).

## Extensions Policy

Any Certified Prevention Specialist wishing to acquire an extension on expiring certification, must present a request for extension to the Board in writing. A 30 day grace period will be allowed under request. An additional 90 days (120 day extension from expiration of the certificate) may be granted at a cost of \$50.

# Bibliography of Recommended Readings and Literature Resources

The following texts do not reflect comprehensive overview of the ICRC/AODA Objective Exam. However, they can assist the applicant in clarifying terminology used in the exam.

**Prevention Primer**, Office of Substance Abuse Prevention, National Clearinghouse

**Prevention Plus Three**, Office of Substance Abuse Prevention, U.S. Department of Health and Human Services

**Substance Abuse Prevention: The Intersection of Science and Practice**, Allyn & Bacon press

# Applicant Assessment

Name
Date of Evaluation

## FOR OFFICE USE ONLY

Evaluation Score - Examination Score Trending
Evaluator Comments
<b>Certification Results</b>
Certification Awarded
_____ YES      _____ NO
If NO, Reasons for not awarding certification:

## CRIMINAL HISTORY CHECK

Criminal History Check Passed?	Pass	No pass
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## EDUCATION

Education reviewed and accepted?	Accepted	Not Accepted
----------------------------------	----------	--------------

## EXPERIENCE HOURS RECORDED

Total Recorded Experience Hours	
---------------------------------	--

## Evaluation Scores      Exam Scores

Program Coordination	Possible score 21 ____ / 21 =    %	
Education and Training	Possible score 21 ____ / 21 =    %	
Community Organization	Possible score 21 ____ / 21 =    %	
Public Policy	Possible score 21 ____ / 15 =    %	
Professional Growth & Responsibility	Possible score 21 ____ / 15 =    %	
Planning and Evaluation	Possible score 21 ____ / 15 =    %	

Examiner Signature \_\_\_\_\_

Print Name \_\_\_\_\_