



ACCBO

2054 N Vancouver Ave, Portland OR 97227-1917

(503)231-8164

E-Mail: accbo@accbo.com

APPLICATION FOR CPS RECERTIFICATION

Name	Date
Address I have changed addresses in the last 2 years	Personal Email Please include me on the ACCBO Email List
City	Business email Please include me on the ACCBO Email List
State	Home Phone
Zip	Work Phone
Highest Level of Education Completed (HS Diploma, GED, college degree)	Current Employer (primary)
<p>I have not misused alcohol or other drugs at any time during the two years immediately preceding this application. I will abide by all current ACCBO Ethical Codes.</p> <p>Applicant Signature _____ Date _____</p>	
<p>To the best of my knowledge the above statement is true.</p> <p>Clinical or Administrative Supervisor _____ Date _____</p>	

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**
Do not mail payment separately. Payment must accompany recertification application.
- _____ Extension request and any applicable fees if filing after the expiration of your certification.



Check if you are paying online by

To pay online, please visit www.accbo.com/paypal (you do NOT need a PayPal account)

ACCBO 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)			
TOTAL HOURS			

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