

Elements	Associate Prevention Professional	▶ Training & Experience to Meet Thresholds for CPS	▶ Certified Prevention Professional
Training Requirement	50 hours <ul style="list-style-type: none"> 6 hours problem gambling 6 hours prevention ethics 1 hour mental health-related 1 hour suicide prevention 	100 hours (prevention specific) <ul style="list-style-type: none"> 50 hours must be ATOD specific 6 hours prevention ethics 6 hours problem gambling 	20 hours annually of prevention specific continuing education, including 1 CEU of CCB-Approved Ethics
Experience Requirement	50 hours prevention-related field experience	2,000 hours of prevention experience across all CPS domains <ul style="list-style-type: none"> 120 hours specific to the 6 IC&RC prevention domains; at least 10 hours in each domain 	--
CCB Registration	<i>Fee covered by DMHAS scholarship fund</i>	--	<i>Fee covered by DMHAS scholarship fund; APP Certification counts toward CCB registration fee</i>
CCB/ICRC Testing Fees	Not applicable (No Test)	--	<i>Fee covered by DMHAS scholarship fund</i>
References	--	3 references (1 current or most recent supervisor, 2 colleagues)	--
Other	<ul style="list-style-type: none"> 2-year non-renewable certification APP Certification Write in "TTASC 2025 Scholarship Fund" for payment source 	CPS Fast Track – LIMITED TIME <ul style="list-style-type: none"> 10 years prevention experience 6 hours gambling prevention + 6 hours ethics in past 3 years Reasonable evidence of training No notarized forms Write-in "2025 TTASC Scholarship Fund" for payment source 	--

CPS Pathway

Complete CT Certification Board Registry Application

- An authorized notary must notarize the completed application before submission
- Include a check with the **\$75 registry fee** in the application
- Once submitted, you will receive a registration status report within two weeks
- Receive the registry number required for the certification application

Complete Educational/Training Requirements

Performance Domains & Required Hours of Education

Domain 1	Planning and Evaluation	
Domain 2	Prevention Education & Service Delivery	
Domain 3	Communication	
Domain 4	Community Organization	
Domain 5	Public Policy & Environmental Change	
Domain 6	Professional Growth & Responsibility	
Edu. Req.	Ethics for Prevention Professionals	6 Hours
Edu. Req.	Problem Gambling for Prevention Professionals	6 Hours
Edu. Req.	Alcohol, Tobacco, and Other Drug Specific Edu.	50 Hours

Exam Registration & Details

- Complete the online candidate registration (select test date)
- Pay Exam Fee - **\$300**
- Exam Details
 - Computer-based exam
 - 3 hours to complete
 - 150 multiple choice; 125 count towards score
 - Correctly answer 78:125 to pass

CPS Maintenance & Renewal Requirements

- To maintain your credential, you must complete 20 hours of prevention-specific CEUs annually (including 1 hour of Ethics)
- Renewal is required at the end of the 2 years, with documentation of all CEUs
- CCB will email you three months before your credential expires and include a credential renewal packet
- Complete the renewal application and document training for your renewal period.
- Pay a renewal fee of **\$50**



Review & Complete CPS Application Requirements

- 2,000 hours of prevention experiences across the domains. Equal to 1 year FT (40/wk) work
- 100 hours of prevention-specific education
- 120 hours specific to the six prevention domains, with a minimum of 10 in each domain
- Three positive professional references with 1 from current/most recent supervisor

Submit Application and Pay Filing Fee

- Application Filing Fee - **\$175 Check** submitted with the application or pay online at www.ctcertboard.org
- CCB will notify you once your application has been received
- CCB board members will review your application and will provide a status update within 4 weeks
- Upon approval, you are invited to take the exam

Exam Prep & Successful Completion

- Exam Focus Areas by Performance Domain:
 - Planning and Evaluation (30%)
 - Prevention Education and Service Delivery (15%)
 - Communication (13%)
 - Community Organizing (15%)
 - Public Policy and Environmental Change (12%)
 - Professional Growth and Responsibility (15%)
- Review Exam Study Guide
- Upon passing exam, CPS is issued and effective the following month
- Initial certification is valid for 2 years

**Note exceptions to the pathway process for CPS Fast Track applicants. All fees currently being covered for CPS Fast Track, CPS, and APP.*

Links to CCB Application Materials:

[Connecticut Certification Board](#)

[Registry Application](#)

[CPS Application](#)

APP Application available from CCB

Exam Study Materials:

[Rhode Island Exam Study Guide](#)

[IC&RC Prevention Specialist Candidate Guide](#) and [Practice Exams](#)

[PTTC Study Guide](#) and [Taking Strategies Series](#)