

SCAPPA CERTIFICATION BOARD

APPLICATION TO REQUEST PREVENTION CERTIFICATION HOURS

Instructions: Type or print legibly in ink. Complete all parts of this form and submit with the attachments described in Part III of this form. See guidelines for additional information.



PART I: APPLICANT INFORMATION

Name of person sending this application: _____

Mailing Address: _____

Phone (day): _____ Fax: _____

Email: _____



PART II: PROGRAM INFORMATION

Title of Course/Training Event: _____

Sponsoring Organization/Institution: _____

Presenter(s)/Trainer(s): _____

Date of Event: _____



Total Number of Certification Hours Requested: _____

Proposed Core Area(s) where hours are relevant:

Core Areas	Number of Hours
I. Program and Evaluation	
II. Education and Skill Development	
III. Community Organization	
IV. Public and Organizational Policy	
V. Professional Growth and Responsibility	
Total Hours Requested	

PART III: ATTACHMENTS

A copy of the event announcement/brochure (in which all required information is provided) is preferred. However, the required information can be provided in another format.

The following must be attached to this application form:

1. **Hour-by-Hour schedule** showing relevant activity or content and presenter(s). See definition of “Hour-by-Hour” in Guidelines for Requesting SCAPPA Approval for Prevention Hours.
2. Brief description of the **professional credentials/qualifications of the presenter(s)**. (Include, at minimum, the presenter’s degree(s), licenses/certifications, and current organizational/work affiliation.) If a published program announcement/brochure does not include this information, please attach that information with this application.
3. List of **Goal(s) and Objective(s)** of the course/training event. (These will be considered for their relevance to the core areas of prevention.)



I hereby certify the information I have provided is accurate.

Signature

Date

Mail completed application form with attachments to:

**SCAPPA Certification Training Review Committee
PO Box 1763
Columbia, SC 29202**