

Information & Guidelines for *Application to Upgrade from CPP to CSPP*
SCAPPA Prevention Certification
April 1, 2008

Eligibility to Upgrade:

- Must hold current SCAPPA certification as CPP (Certified Prevention Professional). Certification as a CPP cannot lapse at any time during the processes of applying for the upgrade.
- Must meet the standards for the CSPP (Certified Senior Prevention Professional) as outlined in the SCAPPA Prevention Certification Manual/CD, 4th Edition.

Guidelines for Application to Upgrade:

1. Complete the *Application to Upgrade* form in full. (Do not submit an incomplete application as it will be returned to you.)
 - Download the form and attachment from www.scappaonline.org, saving them onto your computer.
 - Type directly onto the forms.
 - Your original signature must be added in the designated place after the form is printed.
2. All of the required hours of work experience, SCAPPA-approved continuing education/training and mentoring must have been completed before the application is submitted.
3. All continuing education/training listed in your application must already be on the list of SCAPPA-Approved Trainings.
 - Detailed information about what constitutes appropriate continuing education/training for inclusion in the application to upgrade is provided in the application form and in Attachment A.
 - Note: it is possible that a person with a current CPP will have accomplished the required 300 hours of SCAPPA-approved continuing education/training as a result of completing several cycles of recertification. No additional documentation of continuing education would be needed in this instance.
4. The Documentation of Mentoring Form and Log should be sent **by the mentor** directly to the Certification Peer Review Committee.
 - Note: information about the processes for a) getting approval of new mentors, and b) documenting hours for having served as an approved mentor is provided in the application form.
5. The completed application form should be sent with appropriate fee to the address designated on the application form.
 - Put the pages documenting continuing education/training and the verification of attendance after page 4 of the application.

- Put the pages to document *mentoring hours provided to others* after page 5 of the application.
- The **mentor** is to send the required documentation directly to the Peer Review Committee therefore it will not be attached to your application.

Submission Dates for Upgrade Application:

Applications to Upgrade will be reviewed by the Certification Peer Review Committee which meets four times during the year. Their remaining meetings in 2008 are April 18, July 18, October 31.

- The due date for receiving your completed application can be found on the website. Click on “Important Dates for Certification.” Find the due dates listed in Column 2, “Date Completed Application Due.”
- Applications must have been received by not later than 5:00 pm the “Due Date” in order to be reviewed by the Peer Review Committee’s meeting the following day.

Written Exam:

Per the SCAPPA Certification Standards:

A. Those persons who have *not* previously taken and passed the written exam will be required to do so in order to upgrade to CSPP. When your application to upgrade has been approved by the Peer Review Committee, the applicant will be invited by the Certification Board to take the written exam at the next written exam date.

- Dates for the written exam can be found at the website, “Important Dates for Certification.” The written exam is given four times a year.

B. Persons who successfully passed the prevention written exam for their CPP are not required to take the exam again. When your completed *Application to Upgrade* is approved by the Peer Review Committee, they will recommend to the Certification Board that you be awarded the CSPP.

Awarding the CSPP:

The new certification as CSPP will become effective on the date of the next certification cycle and will be for a two-year period. Your certificate number will remain the same. Recertification requirements and processes will be the same as outlined in the SCAPPA Certification Manual.

Fees:

To be eligible for the member fee, one must have been a paid (active) member of the SCAPPA each year since date of last recertification. Membership status for each relevant year will be verified. Membership dues cannot be submitted with this application.

	<u>SCAPPA Member</u>	<u>Non-Member</u>
Application Fee <i>Must be submitted with Upgrade Application</i>	\$ 75	\$150
Written Exam Fee	\$100	\$200