

Vermont Prevention Certification Board

CPS Portfolio Review Checklist

PLEASE MAKE YOUR OWN COPY BEFORE COMPLETING: This checklist should be the second document in your application packet. This checklist provides a location for you to record compliance with certification criteria, and a location for the VT Prevention Certification Board to record the outcome for their review of the documents you have submitted.

Applicant's Name: _____

	Applicant	Certification Staff Use Only
APPLICATION	(√) IF COMPLETED	
Completed and Submitted		
PORTFOLIO REVIEW CHECKLIST		
Completed - attached		
DOCUMENTATION OF EXPERIENCE and SUPERVISION		
Completed Documentation of Supervision Form(s)-attached (Submit more than one if needed to meet the 2000 hour threshold)		
Job Description(s) - attached		
EDUCATION DOCUMENTATION		
Completed Education Documentation Form - attached		
Certificates of Attendance - attached		
Completed Education Form for Undocumented Events (<i>if applicable</i>) - attached		
ETHICAL STANDARDS		
Code of Ethical Standards Signed - attached		
NARRATIVE: Experience in the Performance Domains		
Completed Narrative - attached		
RECOMMENDATIONS		
Name and email of your 2 references: _____ _____		
Two Recommendations on File (Letters should be sent directly to the Board from the reference)	Not to be sent in by Applicant	
TESTING AND REVIEW (exam can be taken within 6 months prior to or after submitting application)		
Passed IC&RC Prevention Specialist Exam		

