



**MONTANA**  
**PREVENTION**  
**CERTIFICATION BOARD**

# Nicole Hackley



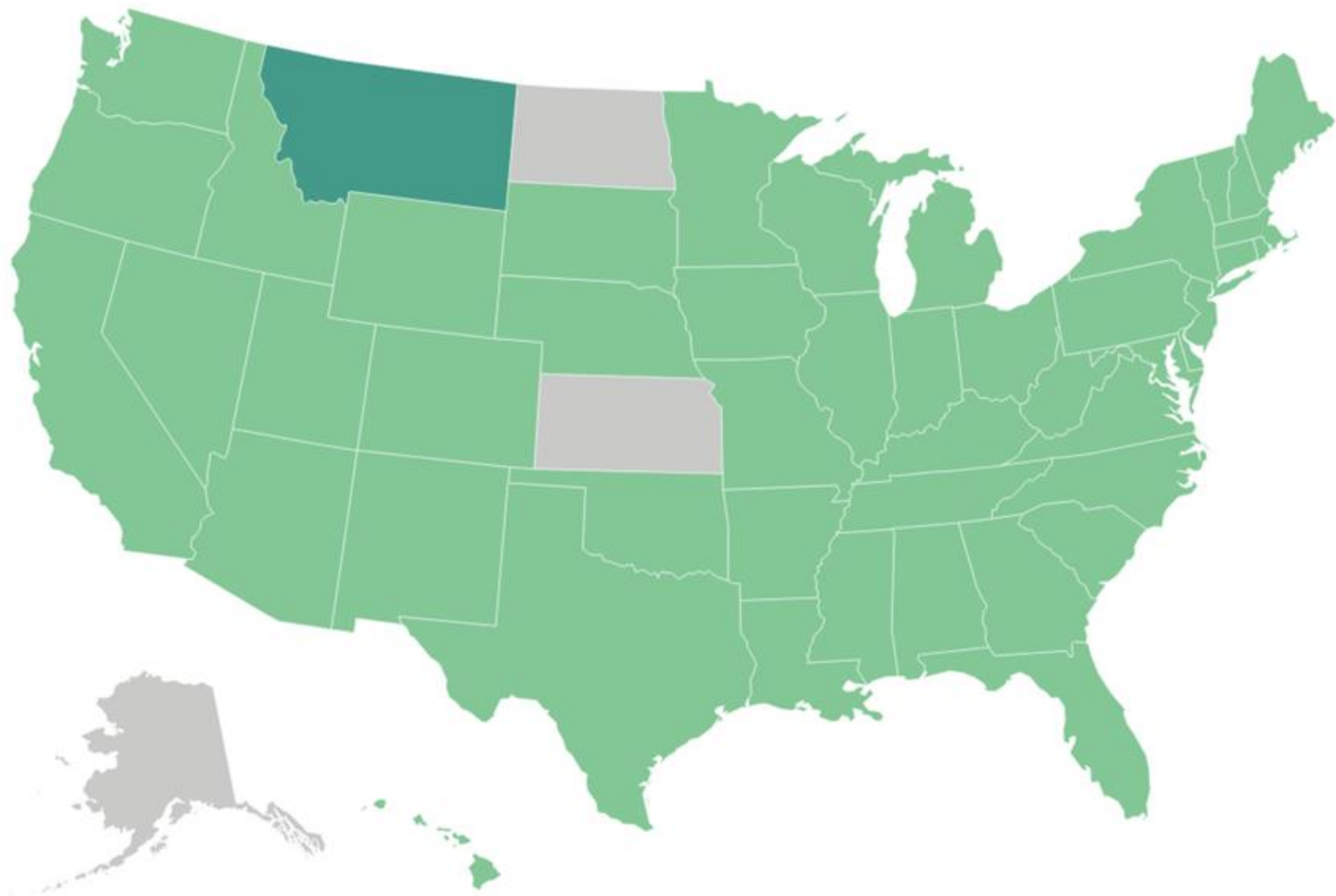
- MPCB Secretary (3 years)
- Certified Prevention Specialist (2 years)
- 16 years in primary prevention
- Workforce Development Coordinator
- Trainer

*The MPCB seeks to prevent alcohol, tobacco, and other substance use disorders in children, young adults, and adults. We promote standards by providing a credentialing exam for prevention professionals in Montana to become Certified Prevention Specialists (CPS)*

# International Certification & Reciprocity Consortium



- Alcohol and Drug Counselor
- Advanced Alcohol and Drug Counselor
- Clinical Supervisor
- Criminal Justice Addiction Professionals
- Peer Recovery - Associate
- Peer Recovery
- **Prevention Specialist**



# Why Certification?

Provides a **competent workforce**

Ensures **public safety**

Enhances **public funds accountability**

Provides **practitioner benefits**

Services are provided in an **ethical** manner

# Montana's Timeline

1. Montana Healthcare Foundation
2. Board Development
3. Database, Website
4. IC&RC Approval July 2022



**MONTANA**  
HEALTHCARE  
FOUNDATION



Become a Montana Certified Prevention Specialist!

# Current Board Members

**President: Karen Sylvester,** South Central MT Regional Mental Health Center

**Vice President:** Vacant (elections this month)

**Secretary: Nicole Hackley,** Prevention Support Services

**Treasurer: Peg Shea,** Retired Licensed Addiction Counselor

**Cassie Devries,** Pondera County Health Dept

**Misha Pete,** CSKT College

**Kerry Pride,** MT Public Health and Safety Division

**Brooke Hill,** Be the Change 406 Coalition-Beaverhead County

**Darla Tyler-McSherry,** Yellowstone County DUI Task Force



# Prevention Specialist Credential Minimum Standards

## **Experience**

2000 hours

## **Education**

120 hours

## **Supervision**

120 hours

## **Exam**

Pass IC&RC exam

## **Ethics**

Sign and affirm  
code of ethics

## **Jurisdiction**

51%

# Montana Requirements

**Domain 1:**  
Planning &  
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



**Experience**

2000 hours

**Supervision**

120 hours

# Montana Requirements

**Education**

120 hours

<b>60 Hours</b>	<b>Alcohol, Tobacco, or Other Drugs</b>
	SPF Application for Prevention Success Training (31 hours)
	Ethics in Prevention (6 hours)
	Sustainability (8 hours)
<b>60 Hours</b>	<b>Other Prevention-Related Education</b>
	Public Health 101 (4 hours)
	Health Equity (6 hours)
	Suicide Prevention (2 hours)
	Mental Health Education (3 hours)

# Montana Requirements



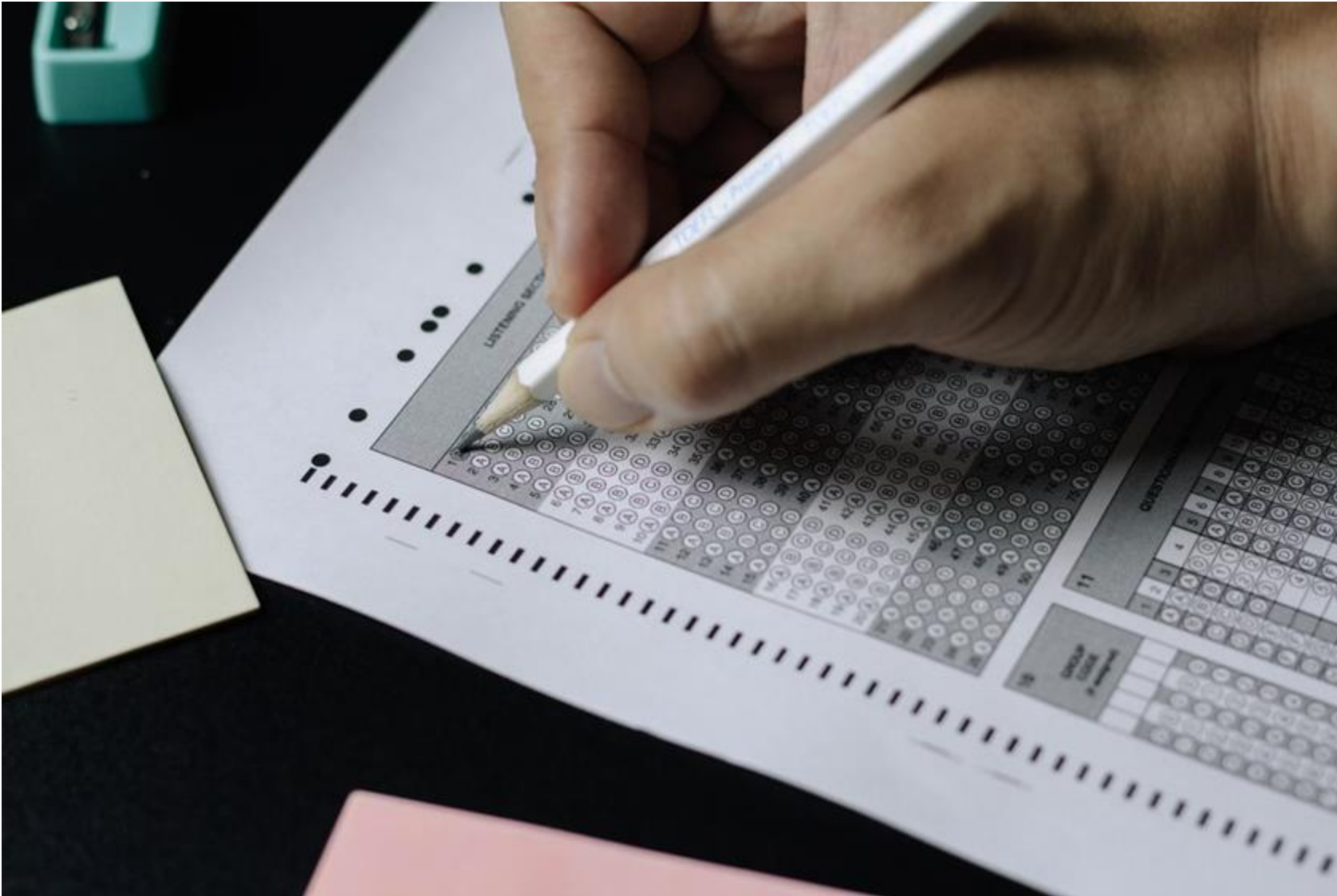
## Ethics

Sign and affirm  
code of ethics

# Montana Requirements

**Exam**

Pass IC&RC exam



# Fees

<b>Certification</b>	Application (\$75)
	Initial 2-year Certification (\$150)
	IC&RC Exam (\$175)
<b>TOTAL</b>	<b>\$400</b>
<b>Recertification</b>	\$175

# Application Process

## Legacy Application

- 10,000 hours experience
- No exam
- All other requirements the same
- Only available Oct 2022-Nov 2023

## Standard Application



The screenshot shows a web form titled "Create Account on Certemy" with a teal header bar containing the Certemy logo. Below the title is a disclaimer: "Please note that we use the Certemy platform to manage our certification and compliance programs. This is a separate platform that requires its own username (email) and password." The form includes five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". A blue "CREATE ACCOUNT" button is positioned at the bottom right of the form.

## Associate Prevention Specialist Application

# Certemy

The screenshot displays the Certemy interface for the Montana Prevention Certification Board. The user, Nicole Hackley, is logged in as a Professional. The main section is titled "My Credentials" and features a search bar and two tabs: "SHOW ACTIVE ONLY" (selected) and "SHOW ALL". A single credential is listed: "Certified Prevention Specialist [ Current Phase: Initial Application ]". This credential has 7 steps, with the first one active. The name is "CPS", the status is "In Process", and the number and expiration date are "TBD".

On the right, a detailed view of the "Certified Prevention Specialist [ Current Phase: Initial Application ]" is shown. It indicates 7 steps, with progress marked as "Incomplete" and 0 files uploaded. The steps are:

- Personal Information**: Dynamic form, Incomplete, Due: 12/09/2025
- Education**: Dynamic form, Incomplete, Due: 12/09/2025
- Experience**: Log (New), Incomplete, Due: 12/09/2025. Hours: Required (2000), Completed (0). Total Required Experience Hours: 2,000. Minimum of 500 (25%) must be specific to alcohol, tobacco or...
- Education/Training**: Log (New), Incomplete, Due: 12/09/2025. Hours: Required (120), Completed (0). Total Required Education/Training Hours: 120. Minimum of 60 hours must be related to Alcohol, Tobacco and...
- Code of Ethical Conduct**: Dynamic form, Incomplete, Due: 12/09/2025
- Attestation**: Dynamic form, Incomplete, Due: 12/09/2025



# Education & Training Specifics



- Webinars
- Online courses  
(self-paced, moderated or unmoderated)
- Conferences
- In-person training



- Offline, self-paced training
- Independent studies
- Podcasts



- Training title
- Training date(s)
- Trainer or hosting agency name(s)
- Total hours

# Undocumented Training Form

Education & Training Log			
Total Required Hours: 120		TOTAL Hours Added: 0	
Alcohol, Tobacco and Other Drug Training			60 hours
<i>Must include: 31-hour SAPST or 36-hour CADCA National Coalition Academy, 6 hours Ethics in Prevention, 8 hours Sustainability</i>			
Date of Completion	Name of Education/Training	Name of Trainer	Hours
Ethics in Prevention (6 hours)			
Sustainability (8 hours)			
TOTAL			0
Public Health 101			4 hours
Date of Completion	Name of Education/Training	Name of Trainer	Hours
TOTAL			0
Health Equity (also known as Cultural Competency)			6 hours
Date of Completion	Name of Education/Training	Name of Trainer	Hours
TOTAL			0
Suicide Prevention			2 hours
Date of Completion	Name of Education/Training	Name of Trainer	Hours

# Training Log



## Undocumented Training Form

If you attended a training or workshop and did not receive a certificate of completion, please complete the following form to verify your participation.

Training Title:

\_\_\_\_\_

Training Date: \_\_\_\_\_

Location: \_\_\_\_\_

Trainer: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Supervisor or Trainer's Signature:

\_\_\_\_\_

# Recertification

- 40 hour of CEUs
  - Maximum of 12 hours for one domain
  - Only 4 hours for Domain 6
  - 6 hours need to be related to Ethics
- Hours must be taken during recertification period
- \$175 renewal fee
- Lapsed Certificates
  - 90-day grace period
  - \$150 reinstatement fee

The screenshot shows the user interface for the Montana Prevention Certification Board. The user is Nicole Hackley, a Professional at the board. The page is titled "My Credentials" and features a search bar and two tabs: "SHOW ACTIVE ONLY" (selected) and "SHOW ALL".

The main content area displays the "Certified Prevention Specialist - Legacy [ Current Phase: Renewal ]" credential. Key details include: Name (Short): CPS, Number: 001, Status: Not Expired, and Expiration Date: 10/07/2026. There are 8 uploaded files and a "Show" link.

The "Steps" section lists five completed tasks, all due on 10/06/2024:

Step	Task	Status	Due Date
1	Personal Information (Dynamic form)	Completed	10/06/2024
2	Continuing Education (Education)	Completed	10/06/2024
Hours: Incomplete (0), Pending verification (0), Completed (40)			
3	Code of Ethical Conduct (Dynamic form)	Completed	10/06/2024
4	Attestation (Dynamic form)	Completed	10/06/2024
5	Renewal Fee (Fees)	Completed	10/06/2024

A note at the bottom of the steps section states: "To complete this step, you simply click on **Pay Fee**. This will take you to a screen where you can pay by credit card using Stripe. Once processed, a..."

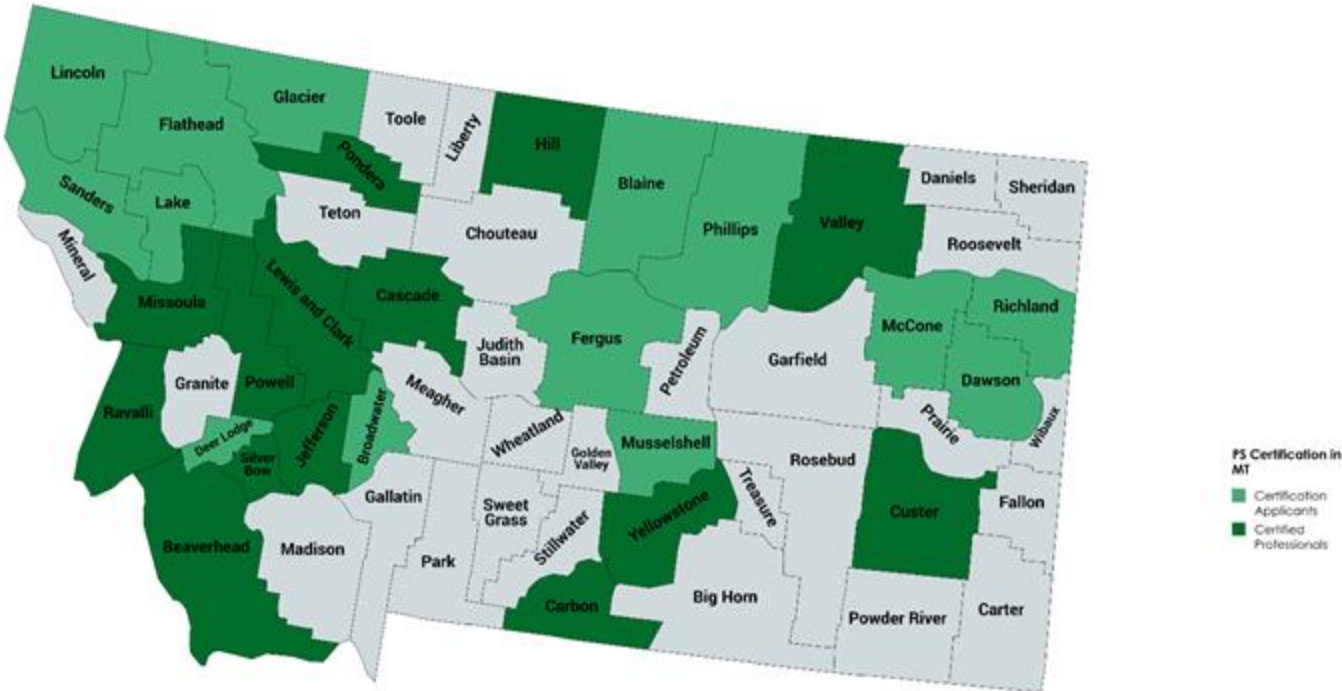
# Current Numbers

23

Currently certified

61

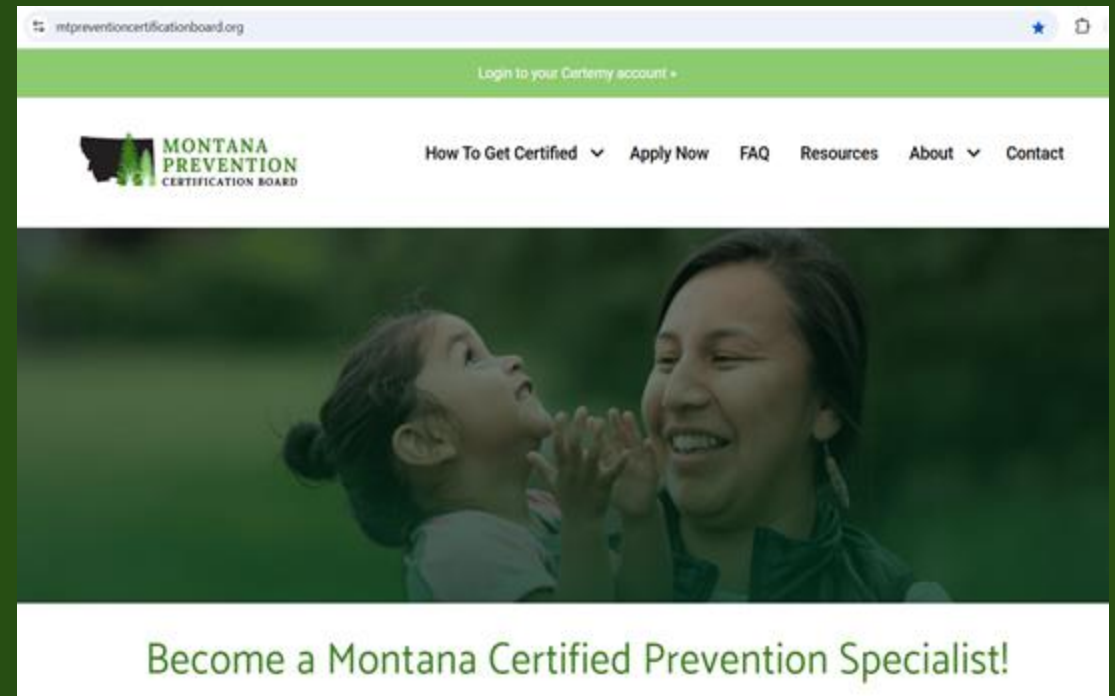
Applications



# mtcertificationboard.org

- **Certification Manual**

- Board member information
- MPCB Code of Ethics
- Exam process
- Exam study guide and materials
- Lapsed and Expiration Policy
- Recertification Requirements
- Reciprocity Process
- FAQ Page
- Contact information



# Questions?

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Board Secretary

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