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 (*if*  *applicable*) - 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 |  |  |