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## THE CERTIFICATION PROCESS

To initiate the certification process, you must submit an application with a portfolio of the required, supporting documentation. You will be asked to verify your knowledge obtained through a variety of ways -- college course work, workshops, seminars, training or work experience. A peer review committee of experienced, certified student assistance professionals will evaluate your application. You will be notified of the status of your application when the committee has completed its review of your application portfolio.

Application Fee: \$50 (non-refundable)

## RENEWAL

Certification is valid for 3 years. Applicants must:

1. hold current membership in IASAP
2. document continuing education in the required knowledge areas

CSAP - 30 hours of training or course work

ASAP - 10 hours of training or course work

3. submit the \$35 renewal fee

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## TO OBTAIN AN APPLICATION PLEASE CONTACT

**Margaret Pither LCPC, CADC**  
**Certification Board Chairperson**

**Phone: 847-932-2158**

**Fax: 847-932-2184**

**[margaret.pither@d128.org](mailto:margaret.pither@d128.org)**

## TRAINING RESOURCES

Consider the following resources as you prepare your initial or renewal application for student assistance professional certification:

Illinois Association of Student Assistance Professionals ([www.iasap.org](http://www.iasap.org))

National Student Assistance Association ([www.nasap.org](http://www.nasap.org))

Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA) ([www.iaodapca.org](http://www.iaodapca.org))

Prevention First ([www.prevention.org](http://www.prevention.org))

Local school districts

County/regional offices of education

Mental health agencies

Hospitals

Other professional conferences

Colleges and universities

**REMEMBER:** When you participate in any professional growth activity, keep certificates of attendance or transcripts to provide required documentation.

Updated: 3/06

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## STUDENT ASSISTANCE PROFESSIONAL

## CERTIFICATION



## Illinois Association of Student Assistance Professionals

The association has been established to advocate, promote and network for the delivery of effective and comprehensive Student Assistance Program services addressing alcohol, tobacco and other related issues.

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## REQUIRED KNOWLEDGE AREAS

### WHY BECOME CERTIFIED?

Whether you direct a prevention activity, participate on a student assistance team or coordinate a district-wide program, certification as a Student Assistance Professional is for you. There are two different levels of certification allowing you the opportunity to become professionally certified depending on your level of involvement, training and experience.

In recent years, the student assistance field has grown dramatically. Today, many school districts and agencies providing school-based student assistance services search for highly skilled, trained professionals to work in student assistance programs.

#### AS A CERTIFIED STUDENT ASSISTANCE PROFESSIONAL YOU WILL . . .

- demonstrate to school administrators, school boards and colleagues that you have acquired the necessary knowledge, skills and experience necessary to work with youth and families.
- reassure concerned parents that they and their child are working with a highly skilled professional.
- ensure that you will continue your professional growth through advanced training, course work or workshops as required for certification renewal.

### LEVELS OF CERTIFICATION

#### CSAP

##### Certified Student Assistance Professional

An advanced level of certification for professionals who work in student assistance programs and who meet the **160 hours** of training, course work and/or work experience required for CSAP.

#### ASAP

##### Associate Student Assistance Professional

An entry level of certification for professionals working in various areas of student assistance programs but who do not yet meet the requirements for CSAP. Applicants must be able to document a minimum of **60 hours** of course work, training, and/or work experience in any of the 25 knowledge areas.

#### COMMON REQUIREMENTS FOR BOTH LEVELS:

- Must hold current membership in IASAP.
- Agreement to uphold the ethics and standards of the Illinois Association of Student Assistance Professionals.
- Be able to thoroughly document preparation for the requirements (certificates, transcripts, course syllabuses, etc.).

**AREA ONE:** Each of these knowledge areas requires documentation of **at least 15 accumulated clock hours** or training, work experience or 1 college credit:

- Overview of Student Assistance Programs
- Addictive processes
- Pharmacology of alcohol, tobacco & other drugs
- Prevention theory & strategies
- Intervention theory & strategies
- Child and adolescent development
- School-based support groups
- Knowledge of assessment & treatment process

**AREA TWO:** A **minimum of 5 accumulated clock hours in each** of the following knowledge areas:

- Conflict resolution
- Depression/suicide
- Family systems
- Legal issues
- Physical/sexual abuse

**AREA THREE:** A **minimum of 3 accumulated clock hours in 5** of any of the following areas:

- Process addictions
- Crisis management
- Diversity and tolerance
- Gangs/cults
- Gay/lesbian/bisexual/transgendered youth
- Grief and loss
- HIV/AIDS/STDs
- Learning styles
- Resiliency/asset building
- Violence prevention