

Indiana Association of Prevention Professionals

Policies & Procedures



Indiana Association of
Prevention Professionals

Mission Statement – The Indiana Association of Prevention Professionals (IAPP) mission is to reduce the impact of substance abuse and mental illness on Indiana’s communities. In order to achieve this mission, IAPP provides prevention certification training and continuing education to Indiana’s prevention professionals. To provide Indiana communities the prevention education necessary to raise healthy, happy families.

Vision Statement – To motivate those working in the prevention field to obtain a certified prevention credential. To encourage these trained individuals to utilize and share the knowledge, skills and strategies learned within the communities and organizations they serve. To promote the skills necessary to avoid/reduce use and abuse of alcohol, tobacco and other drugs and promote mental health awareness (evidence-based training opportunities, innovation, social responsibility, cultural competence, integrity and continuous learning). To listen to our membership, anticipate their needs and act to create value in their eyes. Achieve leadership excellence in ATOD prevention and mental health promotion/wellness.

Board Composition/Election – The Board of Directors (BOD) will be comprised of at least three (3) and no more than eleven (11) members who are current Certified Prevention Professionals. Each year, an IAPP nomination committee will request nominations for Board of Directors positions from the IAPP membership and an election will be held by IAPP membership vote. BOD membership terms are three years, and a BOD member cannot serve more than two consecutive terms. **(See appendix)**

Any vacancies occurring during a BOD membership term due to resignation, death or other reason will be filled by a majority vote of the remaining members of the Board to serve the remaining portion of the vacancy term.

Annually, the Board of Directors will elect a Board President, Vice-President, Secretary and Treasurer to hold office for the calendar year. Those elected to the Executive Committee must have served on the BOD for one year prior to being elected.

As stated in the by-laws, the duties of the Executive Committee are as follows:

The President - The President shall preside at all meeting of Directors discharge all duties which devolve upon a presiding officer, and perform such other duties as these By-Laws provide or the Board of Directors may prescribe. The President shall have full authority to execute proxies in behalf of this Corporation, and to execute, with the Secretary, powers of attorney appointing other corporations, partnerships or individuals the agent of this Corporation, all subject to the provisions of the Act, and all Acts amendatory thereof and supplemental thereto. The President shall send out meeting reminders and develop the agenda for board meetings.

The Vice President - The Vice President shall perform all duties incumbent upon the President during the absence or disability of the President, and shall perform such other duties as these By-Laws may require or the Board of Directors may prescribe.

The Secretary - The Secretary shall attend all sessions of the Board of Directors and shall act as Clerk thereof and record all votes and keep an accurate record of the minutes of the proceedings of all such meetings.

The Treasurer - The Treasurer shall have or designate with oversight, custody of the corporate funds and securities and shall keep full and accurate account of all receipts and disbursements, and shall deposit all moneys to the credit of the Corporation in such depository as may be prescribed by the Board of Directors from time to time. The treasurers shall act as a liaison with a reputable CPN Accounting firm to ensure outside annual audit or accounting review. Treasurer shall report to board as designated by President.

Board Meetings – Meeting will be held the 3rd Friday of each month. The IAPP President will set dates, locations and times for monthly meetings at the beginning of the calendar year. Some months may be selected to be officiated as conference calls in order to conserve expenses. The Board President will work with the Director to develop the agenda and send out meeting reminders to the Board membership.

Other meetings of the Board of Directors may be held upon the call of the President, or of twenty percent (20%) of the members of the Board of Directors of the Corporation at such place, within the State of Indiana, upon two (2) days notice, specifying the time, place, and general purposes of the meeting. Consensus of the Board will establish regular monthly meetings to be held without the mailing of notices of such meeting to the members of the Board.

Phone Conference Meeting – To be scheduled as determined by the President or Vice-President. A conference call may be scheduled due to unforeseen issues that require immediate attention or in lieu of the regularly scheduled face-to-face monthly meeting. The IAPP Director will be responsible for setting up the conference call.

Board Attendance Policy – All members of the Board of Directors are required to attend at least 50% of the monthly meetings each year in order to continue to serve their three-year term, with the exception of a major circumstance such as a serious medical condition or a major life event.

Conflict of Interest - All persons serving on the Board of Directors of IAPP or serving as an employee or contractor for the IAPP owe a duty of fidelity to their organization. Board members, employees and contractors must never place themselves in a position where their self-interest may conflict with this duty. IAPP Board members should never stand to gain financially or advance any outside interests by serving on the Board of Directors. Any Board Member, employee or contractor who breaches this policy is subject to disciplinary action, up to and including discharge. All BOD members will be required to sign a Conflict of Agreement Statement. **(See appendix)**

Non-disclosure/Confidentiality – Members confidential information can only be revealed to another party for a specific purpose (college transcripts, background checks, sexual offender checks, drug screenings, job evaluations, etc.) All discussions during Board Meetings are to remain confidential. Minutes will be taken at each meeting and any organization member may request copies. It is understood and agreed upon that email must never be utilized to disclose confidential information. To ensure the protection of our membership and Board, confidential documents must be kept in the Director’s office in a secure, locked location. The Director’s computer must be password sensitive. Only the Board President (Vice President in the absence of the President) and the Director will be made aware of the password. The Director will limit disclosure of confidential information within the IAPP organization to its Board of Directors unless required to do so by law. If there is any question concerning the confidentiality of materials, the Director is required to request direction from the Board of Directors.

Annual Membership Meeting – The IAPP Board will schedule an annual meeting of the membership. Members will be presented with a President’s report, financial report, Director’s report, lunch and guest speaker (CEUs approved).

Director Position – The Director Position requires at least a Bachelor’s Degree from an accredited university. The Director will be required to enroll and complete the required coursework for Certified Prevention Professionals (PDAP, 3-hour college level drug course) within 180 days of hire. The 2000 hours of required, previous prevention experience will be waived. However, the Director must obtain 50 prevention CEUs every three years to retain their certification. **(See appendix)**

Director Agreement – Upon hiring or following revision of the Director Agreement, the Director and Board President must sign the agreement. **(See appendix)**

Lead Trainer Agreement – The IAPP Board will appoint a Lead Trainer” annually. The Lead Trainer will be responsible for, but not limited to: overseeing the PDAP trainers, hosting annual “refresher” training, review of participant and trainer evaluations and maintenance of the Lead Trainer Manual. The Lead Trainer will receive a yearly agreement that must be signed and returned to the Director. The agreement will reflect an additional amount of pay over and above the approved PDAP trainer’s salary to cover administrative time. **(See appendix)**

PDAP Trainer Agreement – All PDAP trainers will receive a yearly agreement from IAPP allowing them to present all or portions of the PDAP certification course. Trainers must agree to all terms, sign and return to the Director. **(See appendix)**

IAPP Code of Ethics: The Code of Ethics for Prevention Professionals defines the professional behavior of prevention professionals in Indiana and serves as a guide to ethical conduct. The Indiana Association of Prevention Professionals has adopted standards that represent the conduct generally accepted by the prevention profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of Indiana youth and prevention professionals, and assuring the citizens of Indiana a degree of accountability within the prevention profession. **(See appendix)**

Disciplinary Action – IAPP members in violation of the IAPP Code of Ethics are subject to sanctions up to and including permanent revocation of their membership and certification. The Board of Directors will vote to enact sanctions when necessary to protect the health, safety and well-being of all Indiana citizens.

Grievance Policy – IAPP Members may file a formal grievance with the IAPP Board of Directors for complaints concerning Board of Directors’ decisions, IAPP Trainers, Continuing Education Units, the IAPP Director, the IAPP Annual Meeting or other IAPP business by submitting the Grievance form. The issues need to be presented in an orderly and proper manner with as much written documentation as possible of the issue and attempts to resolve the matter. The Board of Directors will communicate their findings in writing within 14 days of the completion of the meeting at which the grievance was heard. All decisions made by the Board of Directors will be final. **(See appendix)**

Resignation Policy – Should a Board member wish to resign, they may do so at any time. A written notification, signed by the requesting party, must be submitted to the Director. Should an employee, trainer, consultant, etc. choose to resign, they too must provide signed, written notification to the Director.

Host Agency 3-hour College Level Course Request – Any entity wishing to host a 3-hour college-level course to meet certification requirements must submit the course syllabus to the IAPP Board for approval and present a course overview to the IAPP Board during a regularly scheduled Board meeting. Once approval has been granted, the “Host Agency 3-hour College-Level Course Agreement” must be signed annually and returned to the Director. **(See appendix)**

Training/Request Form – Should an organization wish to offer a CEU opportunity (guest speaker, presenter, workshop, training etc.) the host organization is encouraged to complete and submit a “Training/Request Form” prior to the event. Without prior IAPP approval, participants are not guaranteed CEU approval. **(See appendix)**

CEU Forms – Members are required to submit CEU forms to the IAPP Director for approval. There is a form for face-to-face participation and a form for online webinars. The Director will notify the member of approvals/rejection for each submission. The Director will accurately record/track CEUs for the membership and upon request, notify member of acquired CEUs. **(See appendix)**

First Time Membership Renewal – There is a six month grace period for new members. If the membership application and required dues are received by the IAPP Director on or after July 1st, membership in IAPP will remain current until December 31st of the following year.

First Time Credentialing Renewal - All first time IAPP certifications (CPP, QPP, APP, TPA) will be valid for the remainder of the year in which approval was granted and will remain current for the next three calendar years, expiring on December 31st of that year.

CPP Upgrade- Any IAPP member seeking to upgrade to a CPP from a lesser certification may do so at any time if their certification is current. The member must complete the CPP application (meeting all requirements on form) and enclose the \$20.00 application fee. Fifty (50) CEUs must be accumulated by the applicant's original certification expiration date in order to maintain their newly awarded CPP status.

Customer Service – IAPP seeks to provide exceptional customer service to the membership at all times. Responding to the needs of the membership in a timely, professional and courteous manner is imperative. To enhance service opportunities, direct mailing of personalized letters should be sent by the Director when appropriate. **(See appendix)**

Appendices

- **Board of Directors Nomination Form**
- **Conflict of Interest Agreement**
- **IAPP Director Job Description**
- **IAPP Director Employment Agreement**
- **PDAP Lead Trainer & Trainer Agreement** (and amendment)
- **Code of Ethics**
 - Ethics Agreement
- **Grievance Form**
- **Request to Deliver 3-Hour College Level Course Form**
- **Host Agency 3-Hour College Level Course Agreement**
- **CEU Policies & Procedures**
- **CEU Forms**
 - Individual CEU Request Form
 - Individual CEU Webinar Request Form
 - CEU Pre-Approval Training Request Form (for agencies offering CEU opportunity)
 - College Course Credit Request Form (seeking 3 hour course exemption)
- **Membership**
- **Certification**
- **Upgrade to a CPP**
- **Customer Service**
 - New Member Letter
 - Membership Renewal Letter
 - New Certification/Recertification Letter
 - PDAP Confirmation Letter/Lodging info/etc.