

Certification Guidelines: **Credential Standards and Requirements Table**

Certified Tobacco Treatment Specialist (CTTS)



*Define Yourself as a Professional
through Certification.*

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CTTS Standards & Requirements Tables

The purpose of this document is to provide detailed CTTS credential specific information, including CTTS standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process Credential Award
- Candidate Guide: Maintenance and Renewal Process

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s Code of Ethical and Professional Conduct and Disciplinary Procedures. All documents are posted online. Please contact the FCB if you have any questions.

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CERTIFIED TOBACCO TREATMENT SPECIALIST (CTTS)

The CTTS designation is a professional credential for person’s who provide effective, evidence-based interventions for tobacco dependence across a range of intensities and educate others about tobacco dependence and treatments. The CTTS requires a minimum of a high school diploma or general equivalency degree and demonstrated competency through training and experience in the performance domains of:

- Health Education
- Assessment and Referral
- Treatment Planning and Counseling
- Professional Responsibility

Individuals holding the CTTS credential have meet all FCB administrative requirements and all credential specific standards and eligibility requirements that have been established for the credential.

CTTS STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<i>Please review the Candidate Guide: Application Process and the following CTTS standards and eligibility requirements for application.</i>	
Formal Education	High School Diploma or General Equivalency Degree
Content Specific Training	<p>40 hours of content specific training, allocated as follows:</p> <ol style="list-style-type: none"> 1. Health Education: 3 hours 2. Assessment and Referral: 3 hours 3. Treatment Planning and Counseling: 16 hours 4. Professional Responsibility: 6 hours <p>*The remaining 12 hours may be spread among the domains as appropriate for the specific area of practice for the applicant.</p> <p>All training must have been completed within the last 10 years.</p>
Related Work Experience	<p>Work experience requirements vary based on the applicant's formal education.</p> <ul style="list-style-type: none"> • High School Diploma/GED or Equivalent: 6,000 hours • Associate's Degree or higher in non-related field: 4,000 hours • Bachelor's Degree in a related field: 2,000 hours • Master's Degree in a related field: 1,000 hours <p>Experience may be paid or volunteer work in addiction, tobacco cessation treatment, education or preventive health care related services.</p> <p>*Related fields include addiction studies, psychology, counseling, social work, nursing, health education, or public health.</p> <p>All experience must have been gained within the last 10 years.</p>
Recommendations	<p>2 professional letters of recommendation.</p> <p>1 supervisory letter of recommendation.</p>
<i>Please review the Candidate Guide: Examination and Credential Award and the following CTTS exam requirements.</i>	
Exam	Certified Tobacco Treatment Specialist Exam
<i>Please review the Candidate Guide: Credential Maintenance and Renewal and the following CTTS requirements.</i>	
Continuing Education	10 hours per year. Training content must be related to at least one of the CTTS performance domains.
Renewal	Annual, on June 30th of each calendar year.

ELECTRONIC APPLICATION AND MANDATORY FORM REQUIREMENTS

All applicants MUST first establish an online account with the FCB. After establishing the online account, complete the Certified Tobacco Treatment Specialist (CTTS) electronic application. Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance. All other applicants, please see the link below for access to the portal.

<https://portalpcb.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=FCB>

All credential-specific requirements are documented on FCB forms. All forms are posted online at <http://flcertificationboard.org/certification/available-certifications/>.

Applicants must:

- Download and complete the Training Verification Form. The completed form and supporting documentation is uploaded to the electronic application.
- Secure a copy of his or her high school diploma, GED, unofficial college or university transcript, or diploma. The FCB will request this documentation when processing the application.
- Download and provide the following forms to the appropriate individual to complete and submit to the FCB: Work Verification Form; Supervisory Recommendation for Certification Form; and Professional Recommendation for Certification Form. See the [Hard Copy Application Documents and Submission Protocol](#) section of this document for additional details.

All applicants have a maximum of 12 months to earn the CTTS credential, starting from the date the application and the certification fee are received by the FCB.

When your fee has been processed and your application has been successfully submitted, you will receive a system email and, shortly thereafter, you will receive a personal email of introduction from your assigned Certification Specialist. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

ELECTRONIC CTTS APPLICATION COMPONENTS & SUBMISSION PROTOCOL

Applicants have up to 30 calendar days to complete the electronic application. Applications not submitted within 30 days will be automatically deleted, including all data and attachments.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. If changes need to be made to the application and/or additional documents need to be attached, please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
Other Certification or Licensure	<p>Enter the requested information for any non-CTTS certification or license you may hold.</p> <p>If you do not hold other credentials, select the “next” button.</p>	No applicant-provided attachments are required. If you report another credential(s), please upload a copy of the credential.
Formal Education/Degree	Enter the requested information for the highest level degree you hold.	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Content Specific Training	You are not required to enter any fields of data; you only upload mandatory files.	Upload a completed CTTS Training Verification Form and supporting documentation for each course/training event.
References	You are required to identify the three individuals who will submit recommendations for certification on your behalf. One supervisory and two professional references are required.	<p>There is not an option to upload documents to this section of the application.</p> <p>You must download each of the CTTS Recommendation for Certification Forms from the FCB website and provide them to your references for completion & submission to the FCB.</p> <p>Note: You cannot collect completed recommendations and submit them to the FCB yourself.</p>
Current Employer	Enter the requested information for your current employer AND each additional employer you will contact to document the 1,000 work requirement.	<p>There are no applicant-provided attachments in this section.</p> <p>You must download the CTTS Work Experience Verification form and provide a copy to each employer for completion & submission to the FCB.</p> <p>Note: You cannot collect completed work verification forms and submit them to the FCB yourself.</p>
Assurance and Release	Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.	There are no applicant-provided attachments in this section.
Final Review and Application Submission	<p>Review all entered information. If any edits need to be made, make them at this time.</p> <p>Additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 30 days of starting the application, the system will delete the application, including all entered data and attachments.</p>	<p>There are no applicant-provided attachments in this section.</p> <p>When you submit your application, you will be taken to the fee payment screen. Your application is not submitted until payment is made. You will receive a system generated email with an invoice when your payment has been processed and your application is received.</p>

HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

- Work Verification Form
- Training Verification Form
- Professional Recommendation for Certification
- Supervisory Recommendation for Certification

Your assigned Certification Specialist will upload all hard copy documents to your electronic application. You will be able to track the status of each requirement from your online account.

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
Formal Education	On application, report degree(s).	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Work Experience	On application, report employer(s) who will submit verification documentation. Provide each employer with a Work Verification Form	Employer will document and submit related work experience on the Work Verification Form. Please include a position description specifying all related duties
Content Specific Training	Complete Training Verification Form and collect copies. The applicant provides all content specific training materials directly to the FCB.	No documentation required from a non-applicant source.
Recommendation for Certification	On application, report individuals who will submit a Recommendation for Certification. Provide each individual with a Recommendation for Certification Form.	Individual providing the recommendation completes and submits the Recommendation for Certification Form directly to the FCB.

All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax.

US Mail: FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

Email: Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their Certification Specialist’s name and email address. In the absence of a specified person, FCB accepts email at admin_assist@flcertificationboard.org

FAX: 850-222-6247

Fee Payment: The preferred method of fee payment is online, using your secure certification account. You can make payments and receive immediate electronic invoices when using the online payment system. Credit card payments made over the phone and check/money order payments will incur a \$5 manual processing fee. Fees are non-refundable and non-transferable. **DO NOT MAKE A FEE PAYMENT UNLESS YOU ARE SURE YOU ARE READY TO MOVE FORWARD.**

UPDATING THE APPLICATION/ADDING FILES

Once you submit your electronic application, you are “locked out” of it and cannot make any changes or upload additional documents. If this needs to happen, please work directly with your assigned Certification Specialist, who will update your application as necessary.

CERTIFICATION PROCESS CHECKLIST

By submitting the CTTS application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process and Credential Award
- Credential Specific Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

FCB System Registration and Application

- Online account created
- Online application submitted
 - Identify current or prior licenses/certifications
 - Identify highest level of education completed and degree granting institution.
 - Save copy of HSD/GED and provide to your assigned certification specialist when requested OR, if you hold a post-high school degree, request official transcript (have sent directly to FCB – we will not accept transcripts from the applicant).
 - Upload the Training Verification Form and supporting documents.
 - Identify individuals who will submit Recommendation for Certification Forms. Download and distribute the required form to each individual for completion & submission.
 - Identify individuals who will submit On-The-Job Supervision Form. Download and distribute the required form to each individual for completion & submission.
 - Identify individuals who will submit Related Work Experience Form. Download and distribute the required form to each individual for completion & submission.
- Fee payment made

Exams

- Receive approval to register for the exam(s).
- Exam Fee Payment Made
- Register for the exam(s)
- Take the exam(s)

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Health Education: 3 hours	<ul style="list-style-type: none"> • Social Marketing • Public Speaking • Environmental Prevention Strategies • Learning Styles • Principles of Adult Learning • The Public Health Approach • Advocacy and Public Policy
Assessment and Referral: 3 hours	<ul style="list-style-type: none"> • Screening • Networks of Care • Community Resources • Assessment Techniques • Using the DSM-IVR • Using Standardized Assessment Tools • Interviewing Techniques • Making Referrals
Treatment Planning and Counseling: 16 hours	<ul style="list-style-type: none"> • Counseling Skills • Wellness Management and Recovery • Motivational Interviewing • Treatment Planning • Pharmacotherapy for Tobacco Dependence • Relapse Prevention • Co-Occurring Disorders • Pregnancy and Tobacco Use
Professional Responsibility: 6 hours	<ul style="list-style-type: none"> • Ethics and Confidentiality • Cultural Competence • Professional Development • Clinical Supervision • Clinical Documentation • Laws and Regulations • Self-Care • Avoiding Relapse
Electives: 12 hours	<p>Content may be spread among the domains as appropriate for the specific area of practice for the applicant.</p>