



# **MANUAL FOR CERTIFIED PREVENTION SPECIALIST**

## INTRODUCTION

The Certified Prevention Specialist combines both a broad-based prevention knowledge and a distinct knowledge base with human service skills to deal with the unique attitudes and behaviors associated with the prevention of alcohol, tobacco and other drug abuse/dependence. Knowledge and skill bases may be acquired through a combination of specialized training, education and supervised (mentored) work experiences.

The Certified Prevention Specialist helps the individual, group and/or community to address physical, intellectual, emotional, social and spiritual needs to facilitate and maintain a health oriented lifestyle.

The Certified Prevention Specialist's clientele includes all individuals regardless of age, gender, group affiliation and/or perceived risk for ATOD problems. With regards to the ATOD piece of this Model, Living Vines recognizes the disease model of alcoholism/addiction as well as the bio-psycho-social-spiritual approach and other philosophies effective in promoting recovery. It supports ongoing research and technology and remains open to new techniques as they are proven to be workable and effective.

Living Vines is committed to the professional growth of Certified Prevention Specialists and to openness and enthusiasm about new information that allows Certified Prevention Specialists to become more effective in their work. Living Vines recognizes the abstinence (from the use of mind altering drugs unless under medical supervision) model in the treatment of persons who are alcohol or other drug dependent. Living Vines also recognizes the harm reduction model; specifically, methadone maintenance, for those clients for whom this is appropriate.

Certified Prevention Specialists fill a unique role among health and human service professionals, and in the alcohol, tobacco and other drug abuse/dependency field. They work in a variety of settings, using a combination of strategies and recognizing the need to provide quality services to the public. Living Vines provides certification of prevention specialists based on a combination of experience, education and training, supervised practical experience and examination.

The credentialing system identifies the functions, responsibilities, and knowledge and skill bases required by prevention specialists. Living Vines utilized resources from other states and the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse, Inc. (IC&RC) to create this system.

Living Vines recognizes that Prevention Professionals are educated in a wide range of disciplines, utilize many different approaches and techniques, and bring to the field diverse personal and professional experiences. The certification system is designed to accommodate and evaluate prevention specialists regardless of academic preparation or professional training and orientation.

#### **DEFINITION AND SETTING**

The Certified Prevention Specialist combines a distinct prevention knowledge base with human service and skills to deal with the unique attitudes and behaviors associated with the prevention of alcohol, tobacco and other drug abuse/dependence. Knowledge and skill bases may be acquired through a combination of specialized training, education and supervised (mentored) work experiences.

Living Vines recognizes the Certified Prevention Specialist; working in the field of prevention, performs different functions at different levels of accountability. All applicants for Certified Prevention Specialist certification must subscribe to the Living Vines Prevention Specialist Code of Ethics and the jurisdiction of Living Vines in enforcement of the code.

## MINIMUM REQUIREMENTS FOR CERTIFICATION

The following chart details the minimum requirements for certification based on work experience, supervised practical experience and training/education:

Certification Level	Degree Requirement	Required Work Experience	Hours of Supervised Practical Experience	Hours of Training/Education	Required Examinations
CPS	High School Diploma or Equivalent	1 year (2,000 hours) of paid qualified work experience in the past four years Or prevention volunteer experience under the supervision of an Living Vines certified professional in the past four years	120 Hours	120 Hours 24 hours ATOD Specific 6 hours Prevention Specific Ethics 90 hours Performance Domains*	Prevention Specialist Examination

### **Work Experience**

Work experience is defined as prevention paid, supervised work experience or volunteer experience. The volunteer experience must have been performed under the direct supervision of an Living Vines Mental Health Prevention Specialist. To be considered qualified paid or volunteer experience, a minimum of 50% of the paid work experience and/or 100% of the volunteer experience must be in the delivery of the performance domains.

### **Supervision/Mentoring**

The applicant must submit documentation of on-the-job supervision in the six prevention domains. No single domain is to be performed for fewer than ten hours.

Supervision/Mentoring includes activities designed to provide training in specific prevention tasks. All of the required hours must be spent being observed (directly or indirectly) in the performance of prevention tasks and in receiving individual or group feedback on the performance of the prevention tasks. Individuals considered qualified to provide supervision/mentoring include the preventionist's actual supervisor, Living Vines Mental

Certified Prevention Specialist, and experienced (minimum of 2,000 hours of paid prevention experience) Prevention Professionals.

## Education

Applicants must hold at least High School Diploma, and must provide documentation that they have obtained a diploma, or a degree or certificate of completion from an institution that is accredited by the Nigerian Education System

Education must be documented for ATOD specific, the performance domains, and prevention specific ethics.

Sources of education are college courses, seminars, conferences, and in-services, etc. One college semester hour = 15 clock hours, one college quarter hour = 10 clock hours, and one college trimester hour = 12 clock hours).

## HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examination and payment of all fees. The following outlines the application, review and approval process:

1. . Complete all parts of the application. Print legibly or type application.
2. . Attach all required documentation to support employment and education (i.e. current job description, official transcripts, copies of training certificates, letters of attendance/participation)
3. . A current job description, reflecting actual job duties and responsibilities performed by the applicant, is required, and must be on agency letterhead, dated and signed by the applicant and supervisor.
4. . Sign and date the Preventionist's Code of Ethics and have the signature notarized.
5. . Verify the completeness of the application by using the "Application Checklist" included with the application.
6. When the application is complete, email all materials to: Living Vines Mental health Foundation at [livingvinesmentalhealthfoundation@livingvines.co](mailto:livingvinesmentalhealthfoundation@livingvines.co)

## REVIEW OF MATERIALS

Upon receipt, the application and materials will be screened by Living Vines Mental Health for completeness and correctness. The results may be one of the following:

Application Approved – The application meets all certification standards, and the applicant must pass the examination, if he or she has not already done so, in order to meet the requirements for certification.

Application Pending – Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in writing of the problem(s). Within one year of the application date, corrected materials must be submitted to ICB or the applicant will need to restart the application process.

Application Denied – Certification standards were not met resulting in denial of application

**CERTIFICATION TIME PERIOD**

Once the application receives approval and the applicant has passed the examination, he or she will be invoiced for the biennial certification fee. Once payment is received certification will be issued.

Living Vines Mental Health Foundation certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration) will appear on the preventionist’s certificate along with a certification number. Certified Prevention Specialists must display their certificates at their primary work site. Certified Prevention Specialists are responsible for renewal of their certification.

**FEES**

Application Fee .....	\$100/ 100000 Naira
Examination.....	\$175.00/ 1750000 Naira
Biennial Certification Fee (CPS).....	\$160.00/ 1600000 Naira
Inactive Status (biennial fee).....	\$20.00 /20000 Naira

**CERTIFICATION MAINTENANCE AND RECERTIFICATION**

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, Living Vines requires all Certified Prevention Specialists to renew their certification every two years. Preventionists have the responsibility of maintaining their credential, and any failure to act is their responsibility. Preventionists must notify Living Vines, in writing, of any change of address. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Preventionists will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to Living Vines by their expiration date. Forms for the documentation of CEUs are available on the Living Vines website, [www.livingvines.co](http://www.livingvines.co). The form must be completed, signed and submitted with proof of attendance. CEUs should not be submitted until notification of expiration.

## **Continuing Education Policy**

Forty (40) continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUS obtained prior to the initial date of certification are not eligible to be used for maintaining certification.

A preventionist may receive CEU credit only once for a training event, even if the event is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, and meal times). One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.

All 40 CEUs required to maintain certification must be recognized or petitioned for Living Vines CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by Living Vines for both categories.

- **CATEGORY I** - Minimum 15 CEUs of education specific to alcohol, tobacco and other drug abuse/dependency.

Examples - pharmacology, the effects of alcohol, tobacco and other drugs on the human body, signs and symptoms of ATOD abuse and dependence, dynamics of the addiction process, evaluation theory and procedure, theories of addiction, historical perspectives

- **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the prevention domains, tasks, and knowledge areas. Must have 6 hours prevention ethics education.

Examples - prevention program development, prevention theory and practice, public policy planning, prevention research and program models, grant and proposal writing, supervisory and management skills, human development, teaching and training, public speaking, community organization, community needs assessment, target populations, networking, working with volunteers, marketing, written communication, systems approach to prevention, group facilitation, professional ethics, rules and regulations, family dynamics, cultural diversity.

### **Sources of Continuing Education Units**

- Recognized programs are training/education Living Vines has identified as fulfilling the criteria for CEU credit or are pre-recognized sources. The certificate of completion will contain the program number assigned by Living Vines, number of CEUs, and the category.
- Structured individual continuing education, such as Living Vines Biblio Credit Reading Program and other self-study programs, is available with a maximum of 15 CEUs every two years.
- Teaching and training other prevention professionals in prevention knowledge or competency areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Public education lectures and presentations for which the preventionist has previously received credit are not eligible.
- Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the prevention field qualify for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to one of the knowledge or skill areas. The work can be counted only once, even though presented in more than one format or location.

### **Validation of Continuing Education**

Preventionists must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion for Living Vines recognized or petitioned training.
- Transcripts or official grade reports for college or university courses.

### **Procedures to Petition for CEUs**

Not all educational experiences available to the preventionist will have been awarded CEUs by Living Vines requiring the preventionist to petition such education/training for CEU credit.

Requests are to be submitted to Living Vines on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the specific content and/or knowledge/skill related to the prevention domains/tasks
- Non-refundable petition fee



Requests will be reviewed within 30 days, and the preventionist will be notified of the results. If recognized, the preventionist will be informed of the number of CEUs awarded.

## **INACTIVE STATUS**

Living Vines has established an Inactive Status to allow Prevention Specialists who are experiencing extenuating circumstances, to prevent their certification from expiring. It has been established for Prevention Specialists who expect to be inactive for more than two years. Inactive Status allows the Prevention Specialist to avoid the full reapplication process. Prevention Specialists in good standing unable to meet the continuing education requirements for recertification maintenance due to health or extenuating personal reasons may place their certification on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when the Prevention Specialist wishes to activate his/her certification.

Prevention Specialists are eligible for inactive status if:

- They are certified and in good standing, i.e., current with fees and continuing education units.
- They are no longer working in the Prevention field.
- They are moving out of Nigeria and elect not to maintain active certification and choosing not to maintain certification via CEUs.
- They are retired.
- They are on extended military active duty.
- They have health complications.
- They have extenuating personal reasons.
- Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status. Certificates placed on inactive status are not eligible for reciprocity.
- During the period of inactive status, Prevention Specialists are considered to be without Living Vines's certification. Such Prevention Specialists cannot refer to themselves in writing or verbally as a "Certified Prevention Specialist
- Procedure for obtaining inactive status
- Request inactive status in writing from Living Vines stating the specific reason(s) for requesting inactive status.
- Include documentation for eligibility in the request for inactive status.
- Surrender current original prevention certificate to Living Vines. The Prevention Specialist will receive a letter from Living Vines acknowledging the certification number is inactive.
- Pay a biennial \$20.00 / 20000 Naira Fee.
- Procedure for reactivating a certificate from inactive status for Prevention Specialists who have left the state and continued in the field:
- Send a written request for reactivation to Living Vines.

- Document fulfillment of requirements for certification under the laws/rules of the jurisdiction in which the work experience is occurring.
- Payment of appropriate fees based on level of certification.

**Procedure for reactivating a certificate for Prevention Specialists who have left the field but wish to reactivate their certification before two years have lapsed:**

- Send written request for reactivation to Living Vines
- Payment of appropriate certification fees based on level of certification.
- Payment of reapplication fee.
- Provide documentation of current prevention employment.
- Provide documentation of current CEU experience.
- Procedure for reactivating a certificate for Prevention Specialist who wish to reactivate their certification and have been on inactive status for more than two years:
- Send written request for reactivation to Living Vines
- Payment of appropriate certification fees based on level of certification.
- Payment of reapplication fee.
- Payment of examination fee.
- Successfully complete the examination required for certification.
- Submit current job description. This must be on agency letterhead, signed and dated by the Prevention Specialist and his/her current supervisor and include the amount of time spent in direct prevention service.

**TERMINATED CERTIFICATION**

Certification will be terminated for the following:

- Failure to pay the biennial certification fee.
- Failure to apply for an extension prior to the expiration date.
- Failure to comply with the conditions of an extension by the deadline.
- Failure to document 40 continuing education units (CEUs) over the two-year period of certification and no request for extension or payment plan.
- Ethics violations.
- All requests for reinstatement must be put in writing to the Executive Director of Living Vines. Telephone inquiries will not be accepted. A written response will be sent to the member.

## **APPEAL PROCESS**

When an applicant is denied certification, questions the results of the application review, questions examination results or is subject to an action by Living Vines that the applicant deems unjustified, he or she has the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of Living Vines, the applicant (complainant) still thinks that an action taken is unjustified, he or she may appeal.

The complainant may appeal any decision within 30 days of receipt of the notice by sending an email to the Executive Director of Living Vines at [livingvinesmentalhealthfoundation@livingvines.co](mailto:livingvinesmentalhealthfoundation@livingvines.co)

## **DISCIPLINARY REVIEW PROCESS**

Certified Prevention Specialists hold a unique position of trust and responsibility and must be aware at all times of the ethical requirements imposed on them as a result of this special position.

Living Vines has established a disciplinary review process that provides an avenue through which complaints can be filed about ethical conduct of an Living Vines Certified Prevention Specialist or an applicant to the Living Vines certification system.

If it is suspected that a breach of the code of ethics has occurred, it is suggested that this be brought to the Certified Prevention Specialist's attention first. If this does not result in a satisfactory outcome, the Certified Prevention Specialist's supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to Living Vines

The complainant will send a written request for an ethics complaint packet to Living Vines Mental Health Foundation at 3rd Avenue, 312 rd, Close house 1 Festac Town

The complainant will complete the packet and submit it to Living Vines. Once the ethics complaint packet is received by Living Vines the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending an email to the Executive Director of Living Vines at [livingvinesmentalhealthfoundation@livingvines.co](mailto:livingvinesmentalhealthfoundation@livingvines.co)

## **CODE OF ETHICAL CONDUCT**

### **Preamble**

The Principles of Ethics are a model of standards of exemplary professional conduct. These Principles of the Code of Ethical Conduct for the Certified Prevention Specialist express the professional's recognition of his/her responsibilities to the public, to service recipients and to colleagues. They guide members in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The Principles call for commitment to honorable behavior, even at the sacrifice of personal advantage. These Principles should not be regarded as limitations or restrictions, but as goals for which Certified Prevention Specialists should constantly strive. They are guided by core values and competencies that have emerged with the development of the field.

### **I. Non-Discrimination**

The Certified Prevention Specialist must not discriminate against clients, the public or others based on race, religion, age, sex, national ancestry, sexual orientation or economic condition or against persons with disabilities, including persons testing positive for the AIDS related virus. A Certified Prevention Specialist should broaden his/her understanding and acceptance of cultural and individual differences and in so doing, render services and provided information sensitive to those differences.

### **II. Competence**

The Certified Prevention Specialist shall provide competent professional service to all in keeping with Living Vines standards. The Certified Prevention Specialist will strive continually to improve personal competence and quality of service delivery and discharge professional responsibility to the best of his/her ability. Competence is derived from a synthesis of education and experience. The maintenance of competence requires a commitment to learning and professional improvement that must continue throughout the professional's life. Certified Prevention Specialists should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough and to observe applicable technical and ethical standards.

Due care requires a Certified Prevention Specialist to plan and supervise adequately any professional activity for which he or she is responsible. A Certified Prevention Specialist should recognize limitations and boundaries of competencies and not use techniques or offer services outside of his/her competencies. Each professional is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed.

When a Certified Prevention Specialist is aware of unethical conduct or practice on the part of an agency or prevention professional, he or she has an ethical responsibility to report the conduct or practices to appropriate authorities or to the public.

### **III. Integrity**

To maintain and broaden public confidence, Certified Prevention Specialists should perform all professional responsibilities with the highest sense of integrity. Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle. Personal gain and advantage should not subordinate service and the public's trust. All information should be presented fairly and accurately. Each Certified Prevention Specialist should document and assign credit to all contributing sources used in published material or public statements. Certified Prevention Specialists should not misrepresent either directly or by implication professional qualifications or affiliations. A Certified Prevention Specialist should not be associated directly or indirectly with any services or products in a way that is misleading or incorrect. Certified Prevention Specialists never knowingly make a false statement to Living Vines or any other disciplinary authority.

### **IV. Nature of Service**

Above all, the Certified Prevention Specialist shall do no harm to service recipients. Practices shall be respectful and non-exploitive. Services should protect the recipient from harm and the professional and the profession from censure. Where there is evidence of child or other abuse, the Certified Prevention Specialist shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken. Where there is evidence of impairment in a colleague or a service recipient, a Certified Prevention Specialist should be supportive of assistance or treatment. Certified Prevention Specialists should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment for himself/herself.

### **V. Confidentiality**

Confidential information acquired during service delivery shall be safeguarded from disclosure, including - but not limited to - verbal disclosure, unsecured maintenance of records or recording of an activity or presentations without appropriate releases.

## **VI. Ethical Obligations for Community and Society**

According to their consciences, Certified Prevention Specialists should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of Certified Prevention Specialists who must adopt a personal and professional stance that promotes the well being of all humankind. I have read and understand the Code of Ethics for Certified Prevention Specialists. I will do the best of my ability to adhere to and honor this Code in my professional and personal dealings.

### **Personal Statement**

As a Certified Prevention Specialist, I shall strive at all times to maintain the highest standards in all services I provide, valuing competency and integrity over expediency or ability, providing services only in those areas where my training and experience meet established standards. I shall always recognize that I have assumed a heavy social and vocational responsibility due to the intimate nature of my work, which touches the lives of other human beings.

## **PREVENTION PERFORMANCE DOMAINS**

The 2013 Prevention Specialist Role Delineation Study identified six performance domains for the prevention specialist. Within each domain are several identified tasks that provide the basis for questions in the examination. Following is a listing of those domains, associated tasks.

### **Domain 1: Planning and Evaluation**

- Determine the level of community readiness for change.
- Identify appropriate methods to gather relevant data for prevention planning.
- Identify existing resources available to address the community needs.
- Identify gaps in resources based on the assessment of community conditions.
- Identify the target audience. Identify factors that place persons in the target audience at greater risk for the identified problem.
- Identify factors that provide protection or resilience for the target audience.
- Determine priorities based on comprehensive community assessment.
- Develop a prevention plan based on research and theory that addresses community needs and desired outcomes.
- Select prevention strategies, programs, and best practices to meet the identified needs of the community.
- Implement a strategic planning process that results in the development and implementation of a quality strategic plan.

- Identify appropriate prevention program evaluation strategies.
- Administer surveys/pre/posttests at work plan activities.
- Conduct evaluation activities to document program fidelity.
- Collect evaluation documentation for process and outcome measures.
- Evaluate activities and identify opportunities to improve outcomes.
- Utilize evaluation to enhance sustainability of prevention activities.
- Provide applicable workgroups with prevention information and other support to meet prevention outcomes.
- Incorporate cultural responsiveness into all planning and evaluation activities.
- Prepare and maintain reports, records, and documents pertaining to funding sources.

### **Domain 2: Prevention Education and Service Delivery**

- Coordinate prevention activities.
- Implement prevention education and skill development activities appropriate for the target audience.
- Provide prevention education and skill development programs that contain accurate, relevant, and timely content.
- Maintain program fidelity when implementing evidence-based practices.
- Serve as a resource to community members and organizations regarding prevention strategies and best practices.

### **Domain 3: Communication**

- Promote programs, services, activities, and maintain good public relations.
- Participate in public awareness campaigns and projects relating to health promotion across the continuum of care.
- Identify marketing techniques for prevention programs.
- Apply principles of effective listening.
- Apply principles of public speaking.
- Employ effective facilitation skills.
- Communicate effectively with various audiences.
- Demonstrate interpersonal communication competency.

#### **Domain 4: Community Organization**

- Identify the community demographics and norms.
- Identify a diverse group of stakeholders to include in prevention programming activities. Build community ownership of prevention programs by collaborating with stakeholders when planning, implementing, and evaluating prevention activities.
- Offer guidance to stakeholders and community members in mobilizing for community change. Participate in creating and sustaining community-based coalitions.
- Develop or assist in developing content and materials for meetings and other related activities. Develop strategic alliances with other service providers within the community.
- Develop collaborative agreements with other service providers within the community. Participate in behavioral health planning and activities.

#### **Domain 5: Public Policy and Environmental Change**

- Provide resources, training, and consultations that promote environmental change. Participate in enforcement initiatives to affect environmental change.
- Participate in public policy development to affect environmental change.
- Use media strategies to support policy change efforts in the community.
- Collaborate with various community groups to develop and strengthen effective policy. Advocate to bring about policy and/or environmental change

#### **Domain 6: Professional Growth and Responsibility**

- Demonstrate knowledge of current prevention theory and practice.
- Adhere to all legal, professional, and ethical principles.
- Demonstrate cultural responsiveness as a prevention professional.
- Demonstrate self-care consistent with prevention messages.
- Recognize the importance of participation in professional associations locally, statewide, and nationally.
- Demonstrate responsible and ethical use of public and private funds.
- Advocate for health promotion across the life span.
- Advocate for healthy and safe communities.
- Demonstrate knowledge of current issues of addiction.
- Demonstrate knowledge of current issues of mental, emotional, and behavioral health.



## **CERTIFICATION EXAMINATION**

The prevention examination is computer based and scheduled by appointment only. Testing candidates This credential requires successful completion of an IC&RC exam. Applicants will need to have a current email account in order to set the exam appointment. Walk-in examinations are not allowed.

The exam dates are not set dates. The applicant will set their exam date and choose their exam location, this will be done once the test code sheet and exam fee have been received. Appointments are only available on weekdays. Once a date and time is confirmed the applicant will receive an admission letter via email. This admission letter is the applicant's ticket into the exam session. All details including directions to the exam site are included in the admission letter.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to Living Vines no fewer than sixty days prior to the scheduled examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, Living Vines will offer appropriate modifications.