



## Certification for Quit Smoking Consultants

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## Level 3 Training

### Continuing Education

Continuing education workshops are provided to ensure our consultants have access to updates and relevant information in the area of smoking cessation. Participants from all levels of training can sign up for these workshops.

## Level 2 Training

### Certification for Quit Smoking Consultants

The certification programme is a mark of national recognition. It aims to credit and reward outstanding smoking cessation counsellors.

## Level 1 Training

### Basic Smoking Cessation Counselling

Participants will gain the necessary skills for intensive smoking cessation counselling with smokers. This training consist of an online e-Learning component to cover the theoretical aspects, and a 1-day facilitated learning session which allows for an application of the counselling skills, in a face-to-face, role play setting.

Participants interested to know about the courses offered at the various levels can e-mail **hpb\_smoking\_control@hpb.gov.sg** for more information or call **64353010**.

# CERTIFICATION FOR QUIT SMOKING CONSULTANTS

Singapore has been successful in reducing its smoking rate from 18.3% in 1992 to 14.3% in 2010, however quitting smoking remains a complex and difficult process for many smokers.

To enhance the skills and expertise of Quit Smoking Consultants in providing effective quit smoking therapy and support to smokers, Health Promotion Board (HPB) introduced the Certification for Quit Smoking Consultants (CQSC) Programme in 2004.

The CQSC Programme equips the Quit Smoking Consultant with:

- Advanced knowledge and counselling skills to provide quality smoking cessation services to clients
- Information on the latest developments in treating tobacco dependence

This certification is a mark of national recognition for Quit Smoking Consultants. Certified Quit Smoking Consultants will be preferentially engaged by HPB to provide consultancy or deliver smoking cessation interventions. Certified Quit Smoking Consultants can also expect higher remuneration than non-certified consultants.



# THE CQSC PROGRAMME FRAMEWORK

## STAGE

1

1 day

### CQSC workshop

This workshop offers a refresher on key theories related to quit smoking therapy, and prepares the applicant for the written and practical examination.

## STAGE

2

3 hours

### Written examination

This comprises a MCQ examination.

## STAGE

3

30 minutes

### Practical examination

There will be a clinical counselling assessment, where the applicant will undertake a face-to-face individual counselling with a client provided by HPB.

## STAGE

4

Submitted  
via post  
to HPB

### Case report submission

Based on a format prescribed by HPB, the applicant must submit a case report of a client he has counselled.

**STAGE  
5**

**15 minutes**

### **Case report presentation**

The applicant will discuss the submitted case report with a panel of CQSC certifiers.

**STAGE  
6**

### **Award of certification**

The applicant will receive his results, certificate and related materials.

The workshops, exams and case presentation will be on separate dates. The whole programme will complete in 2 months. For information on exact course dates, please e-mail [hpb\\_smoking\\_control@hpb.gov.sg](mailto:hpb_smoking_control@hpb.gov.sg)



## ENTRY REQUIREMENTS

To qualify for entry into the CQSC programme, applicants must satisfy the Academic, Practical and Theoretical (APT) requirements:

### Academic Qualification

The applicant must have at least one of the following:

- Degree in Social Work or Psychology; OR
- Diploma or Higher Qualification in Counselling, Human Services or Community Services; OR
- Be an Addiction Counsellor certified by the Association of Professional Substance Abuse Counsellors (APSAC); OR
- Be a Singapore Registered Doctor, Pharmacist, Nurse or Dentist.

\* Applicants who do not fulfil the Academic Qualification criteria, but fulfil the Practical Experience criteria and the Theoretical Knowledge criteria may be considered for entry into the Certification Programme on a case-by-case basis, subject to approval by the Health Promotion Board.



## Practical Experience

The applicant must have:

- completed a minimum of 30 hours in smoking cessation counselling within the last 2 years; OR
- completed a minimum of 60 hours in general counselling, within the last 2 years.

\* There are no exemptions to this criterion.

## Theoretical Knowledge

The applicant must possess basic knowledge in all of the following:

- Basic Tobacco Addiction (minimum 8 hours of formal training); AND
- Basic Quit Smoking Therapy (minimum 8 hours of formal training); AND
- Basic Quit Smoking Pharmacotherapy (minimum 4 hours of formal training).

\* Applicants who do not meet the Theoretical knowledge requirement can pursue the relevant courses, after which the applicant will be deemed to have met this requirement.

# HOW TO REGISTER FOR CQSC

Applicants must submit all of the following documents, together with the enclosed application form:

## Academic Qualification

1 photocopied set of relevant educational/training certification.

## Practical Experience

A letter of acknowledgement from the applicant's direct supervisor on company letterhead, confirming that the minimum number of counselling hours has been achieved.

## Theoretical Knowledge

1 photocopied set of the letter(s) or course certificate(s) in:

- Basic Tobacco Addiction.
- Basic Quit Smoking Therapy.
- Basic Quit Smoking Pharmacotherapy.





Application should be made by post to:

Substance Abuse Programme, Level 4  
Health Promotion Board  
3 Second Hospital Avenue  
Singapore 168937

Upon successful registration, a confirmation letter and payment advice will be sent to the applicant.

## Fees

Rate	Per Applicant
Corporate	\$850
Subsidised	\$150

Applicants are entitled to the subsidised rate if they come under any of the following categories:

- Public Officers in Ministries/Statutory Boards.
- Healthcare professionals registered by the Ministry of Health.
- Members of Voluntary Welfare Organisations (VWOs) under the National Council of Social Service (NCSS).
- Members of Non-profit/charitable organisations registered with the Registry of Societies.



## CERTIFICATION VALIDITY

This certification is valid for a period of 2 years.

Applicants, whose certificate has lapsed, may also apply for re-certification if they have fulfilled **all** of the following requirements **2 years** prior to their application for re-certification:

### **I) Attained a minimum of 40 hours of counselling in Quit Smoking Therapy**

Quit Smoking Therapy refers to direct face-to-face intervention and/or telephone counselling with clients. Face-to-face intervention can involve either a one-to-one or group setting, but does not include education sessions such as conducting talks or workshops. However, counselling for pharmacotherapy can be considered.

### **II) Attended at least 1 Clinical Case Conference or Feedback Sessions**

A Clinical Case Conference will provide an opportunity for applicants to refine their skills in clinical counselling. A Feedback Session provides a platform for applicants to give feedback on the running of quit smoking clinics and quit smoking therapy. It also serves as an opportunity for applicants to share their experience and discuss solutions to challenges faced in the course of providing quit smoking therapy.

### **III) Attained 12 hours or more of Continuing Education talks and workshops**

Continuing Education (CE) aims to update the interpersonal and professional skills of the Quit Consultants through on-going workshops. Topics include counselling skills, motivational techniques, pharmacotherapy and the latest development in the treatment of tobacco dependence.

HPB conducts CE workshops on a regular basis and Consultants may choose to either:

- 1) Attain all 12 hours from these CE workshops to fulfill their re-certification criteria
- or**
- 2) Accumulate at least 8 hours from CE workshops, with the other 4 hours from approved non-CE workshops that are related to smoking cessation.

Consultants who choose the latter option should seek prior approval for the non-CE workshops and submit the following information; 1) Course outline 2) Speaker 3) Organiser of the workshop, preferably 2 weeks before commencement of the non-CE workshop.

Approval of the course will be at HPB's discretion and no appeals will be allowed.

For re-certification, applicants must submit to HPB, a letter of acknowledgement from their direct supervisor (on company letterhead) confirming that criteria (I) has been achieved. Criteria (II) & (III) will be tracked by HPB.

Applicants who have accumulated 4 hours from approved non-CE workshops should also submit proof of their attendance\* together with HPB's approval letter.

Application for re-certification should reach HPB at least 2 months before certification expiry.

\* either a certificate of attendance from the Organiser or a letter of acknowledgement from their direct supervisor (on company letterhead).

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here

Substance Abuse Programme  
Adult Health Division  
Level 4  
Health Promotion Board  
3 Second Hospital Avenue  
Singapore 168937

**APPLICATION FORM  
ENCLOSED**

# APPLICATION FORM

for session held on

(dd/mm/yy)

Please complete **all** fields.

Name

NRIC

Date of Birth

Employer's Address

(confirmation letter will be delivered to this address)

Tel No.

Handphone No.

E-mail

Designation

Year Joined

Job Scope

Doctor, Pharmacist, Nurse, Medic, Others

(Select the appropriate scope.)

Supervisor's Name & Signature

Supervisor's Contact No.

Please submit with the Application Form, supporting documents for the following:

- **Academic qualification**
- **Practical experience**
- **Theoretical knowledge**

## FOR OFFICIAL USE

Qualification

Training

Experience

Verified By

Approval

