

REQUIREMENTS AND POLICIES FOR THE CPRS CREDENTIAL

EXPERIENCE

There is no prior work experience required for this credential.

EDUCATION & TRAINING

- High school diploma or jurisdictionally certified high school equivalency
- A minimum of 40 hours of documented training specific to the Peer Recovery domains:
 - At least 8 hours in the domain of Advocacy
 - At least 8 hours in the domain of Mentoring/Education
 - At least 8 hours in the domain of Recovery Support
 - At least 16 hours in the domain of Ethical Responsibility

Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, inservices, college/university credit courses and approved distance education.

- One clock hour of education is equal to (50) minutes of continuous instruction.
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within the IC&RC Domains for this credential.
- All education must be documented. Applicants are responsible for securing and submitting documentation of attendance, the number of contact hours, dates, and content descriptions.

All education must be appropriately documented on the Training Verification form. Transcripts, certificates of completion, or other verifications must be attached.

Sources of Education - Acceptable sources of education are listed below. Education obtained through a source other than those listed must be submitted to MCB for approval.

- College and University Credit Courses: Courses taken for credit that are specific to the IC&RC Alcohol and Drug Counselor Domains and offered by an accredited institution of higher education will be accepted toward completion of this standard. Credit is not allowed for any 5 audited college courses. One college credit (semester system) is the equivalent of 15 contact hours.
- Workshops, seminars, institutes, and in-services that are specific to the IC&RC Alcohol and Drug Counselor Domains will be accepted. Applicants must be able to provide verification of completion including the title of the training, instructor name and credentials, sponsoring agency, course description, learning outcomes, relevance to the domains, date(s) of the event, and clock hours. Unless approved by another IC&RC member board, the MCB reserves the right to determine if the event will be approved.
- Distance Education/Home Study Courses: Distance education/home study courses, offered by providers other than colleges and universities, may be used if the provider and course are approved by MCB. Home study courses include education that is completed in a non-traditional education setting including webinars, correspondence courses, and teleconferences.

Therapeutic education and attendance at self-help meetings such as AA and Al-Anon, etc. are not accepted as education for certification.

EXAMINATION

Applicants must successfully complete the IC&RC Peer Recovery examination, which assesses knowledge, skill and competency. A passing score is based upon the total score. If you fail the exam, you must retake the entire exam.

- **Format.** The Peer Recovery examination includes 75 multiple choice questions. The Minnesota Certification Board only offers the exam in the Computer Based Testing (CBT) format. Candidates are allowed 2 hours to complete the exam.

- **Registration.** Upon approval of your application, the Minnesota Certification Board will pre-register you for the exam, and you will receive an email with instructions on how to schedule your exam time and location. Applicants will be allowed up to 90 days to register for and complete the exam after they are approved by the MCB.
- **Location.** There are multiple computer-based testing sites in Minnesota. Candidates can choose the testing site that is closest for their travel.
- **Exam Content.** The exam is based on the IC&RC Peer Recovery domains as determined by a comprehensive Job Analysis process. Additional exam details are available in the free Candidate Guide, which is available upon request.
- **Study Guide.** A free study guide, The Rhode Island Peer Recovery Specialist Certification Guide: A Study Guide for the Certification Exam, is available for this exam. Please contact the board for more details.
- **Retest.** Applicants will only be allowed to fail the exam three consecutive times within a year, taking the exam once every 90 days. After failing the exam the third time, applicants must wait one calendar year after their last exam fail before taking the exam again. Before taking the exam a fourth time, the candidate must demonstrate that he or she has completed additional education related to the domains for this credential.
- **Accommodations.** Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing with documentation, to the Minnesota Certification Board. Requests for disability accommodations must be submitted on the Documentation of Disability Related Needs for Exam form.
- **Cancellation/Rescheduling.** Candidates are required to arrive on time for their exam. Candidates who arrive late may not be permitted to test and may be charged a cancellation/rescheduling fee. Applicants may be required to pay a rescheduling or cancellation fee in order to reschedule or cancel their exam.

RESIDENCY

Applicants must live or work within the state of Minnesota fifty-one (51%) percent of the time at the time of the initial application.

CODE OF ETHICS

Must submit a signed and dated Code of Ethical Conduct statement that the applicant has read and will abide by the code of ethics. Additionally, a CPRS must be familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of peer recovery services. A CPRS shall not cross professional boundaries or practice outside of their scope of practice.

SUPERVISION

- Must be supervised by an appropriately certified or licensed professional in the behavioral health field (CPRSR, ADCR-MN, LADC, LPCC, etc.) who is knowledgeable of the Peer Recovery domains, the MCB Peer Recovery Specialist Code of Ethical Conduct, and relevant statutes, rules, and standards relevant to the provision of peer recovery services.
- A Supervision Agreement Form must be on file with the Minnesota Certification Board for any period of time when a Certified Peer Recovery Specialist is providing peer recovery services. For periods of time when peer recovery services are not provided, a Supervision Waiver Form must be on file with the Minnesota Certification Board. Service may not be provided under the representation of this credential during periods which there is not an approved supervisor on file with the board.
- Supervision must be provided at a rate of one hour of face to face supervision for every twenty hours of service provision. The supervision must be provided regularly and evenly distributed for as long as the credential is maintained. At least 50 percent of the required supervision hours must be received in person. The remaining 50 percent of the required supervision hours may be telephone or technology-based. At least 50 percent of the required hours of supervision must be received on an individual basis. The remaining 50 percent may be received in a group setting.

- Supervision must be documented and signed off on by the supervisor. Documentation of supervision must be provided to the Minnesota Certification Board upon request.
- Supervision must be documented and signed off on by the supervisor on the Monthly Supervision Log. Documentation of supervision must be provided to the Minnesota Certification Board upon request.

OTHER

- Signed and dated Consent and Release Form.

FEES

- First Time Certification: \$150 (includes processing fee, IC&RC Peer Recovery Exam, and one year of certification)
- First Annual Renewal of Certification: \$75 (includes one year of certification)
- All Subsequent Recertifications/Renewals: \$150 (includes two years of certification)
- Retest Fee: \$125 (includes processing fee and IC&RC Peer Recovery Exam)

RECIPROCITY

This is a state level credential and does not meet the IC&RC requirements for reciprocity.

LENGTH OF INITIAL CERTIFICATION

Initial MCB certification is good for one year, starting from the date your certification is approved. An expiration date will be provided on your certificate.

FIRST ANNUAL RENEWAL

After your initial certification, you must renew your certification after one year. Your certification will be renewed by paying your annual renewal fee of \$75, which will renew your certification for one additional year. A renewal notice will be emailed to you in advance of your renewal date. After your initial certification and first annual renewal, you will move to a two-year recertification cycle.

RECERTIFICATION

Your first recertification will occur two years after your initial certification date. MCB requires recertification every two years in order to maintain high standards of professional practice and to assure that Peer Recovery Specialists remain up to date in the field. You will receive an email in advance of your recertification date, directing you to complete the recertification application online.

To be recertified as a Certified Peer Recovery Specialist (CPRS), you need to:

1. Hold a current and valid Certified Peer Recovery Specialist (CPRS) credential issued by MCB;
2. Complete 20 hours of MCB approved continuing education related to the Peer Recovery Domains including six hours in professional ethics and responsibilities. Credits must be earned within the two-year certification period;
3. Complete a Recertification Application;
4. Verify that you have reviewed, read and will uphold in your practice, the current MCB Code of Ethical Conduct for Certified Peer Recovery Specialists;
5. Verify that you have not violated the MCB Code of Conduct for Certified Peer Recovery Specialists;
6. Verify that you have practiced within the scope of all relevant statutes, rules, and standards relevant to the provision of peer recovery services;
7. Verify that you have received supervision consistent with MCB guidelines for this credential;
8. Pay the recertification fee of \$150 (includes two years of certification).

LAPSED CERTIFICATION

You need to submit to MCB your completed recertification application and annual renewal fee before the expiration date on your certificate. If the recertification is not postmarked by the expiration date, the individual will no longer hold a Certified Peer Recovery Specialist (CPRS) credential and so may not represent themselves as such. If you wish to become recertified after your certificate has lapsed, you may be eligible to a reinstatement, which includes a reinstatement fee and bringing all renewal fees, continuing education, and other requirements up to date. Please contact MCB for specific reinstatement policies.

APPEAL PROCESS

Test results may not be appealed. However, you may file an appeal to the Board of MCB if you believe some aspect of the application process was unfair or if mistakes were made by the MCB staff. For example, you could ask the Board to review the staff's decision about your educational qualifications, your residency or your internship experience. The purpose of appeal is to determine if MCB staff accurately, adequately and fairly reviewed applicant's file. If you wish to appeal, you must write to MCB within 30 days when you were notified of the staff's action. The appeal letter must be postmarked no later than thirty days after the staff action. The written appeal will be sent to the MCB Board; Board members will review the action that is being appealed. Applicant will be notified in writing of the decision of the MCB Board.

IC&RC PEER RECOVERY DOMAINS

1. Advocacy
2. Mentoring/Education
3. Recovery Support
4. Ethical Responsibility

Peer Recovery Specialists must have the knowledge necessary to understand the process of the peer recovery domains listed above. Applicants must have competence to perform duties associated with each of these domains in order to be certified as a Peer Recovery Specialist. Definitions are as follows:

- Advocacy
 - a) Serve as the client's individual advocate
 - b) Advocate within systems to promote client centered recovery support services.
 - c) Assure that the client's choices define and drive their recovery planning process.
 - d) Promote client-driven recovery plans by serving on the client's recovery oriented team.
- Mentoring/Education
 - a) Serve as a role model to individuals in recovery including how to constructively share your own story of hope and recovery.
 - b) Establish and maintain a "peer" relationship rather than a hierarchical one.
 - c) Promote social learning through shared experiences.
 - d) Teach clients life skills.
 - e) Encourage clients how to self-advocate.
- Recovery Support
 - a) Serve as an active and equal member of the client's recovery-oriented team(s).
 - b) Assure that all recovery-oriented tasks and activities build on the client's strength and resiliencies.
 - c) Support the client in identifying his or her options and assist client with prioritization related to establishing and achieving recovery goals.
 - d) Support the client's developing problem-solving skills so they can respond to challenges to their recovery.
 - e) Support the client's access to services and supports that will help them attain their individual recovery goals.

▪ Ethical Responsibility

- a) Respond appropriately to risk indicators to assure the clients' welfare and physical safety.
- b) Immediately report suspicions that the client is being abused or neglected to an identified authority.
- c) Maintain confidentiality.
- d) Communicate personal issues that impact your ability to perform job duties.
- e) Assure that interpersonal relationships, services, and supports reflect the clients' individual differences and cultural diversity.
- f) Document service provisions as required by the employer.
- g) Gather information regarding the clients' personal satisfaction with their progress toward recovery goals.
- h) Become familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of peer recovery services.
- i) Maintain professional boundaries with clients and other professionals.