



Application Packet for

CPRS

Certified Peer Recovery Specialist

**Minnesota Certification Board
Certified Peer Recovery Specialist (CPRS)**

ABOUT THE MINNESOTA CERTIFICATION BOARD:

The Minnesota Certification Board (MCB) is a nonprofit organization that administers certifications for a variety of professions including prevention professionals, alcohol and drug counselors, and peer recovery specialists. MCB is an approved testing center and administers credentialing examinations for numerous professions. MCB is the Minnesota member board of the International Certification and Reciprocity Consortium (IC&RC). IC&RC is the global leader in the credentialing of prevention, substance use treatment, and recovery professionals. Organized in 1981, IC&RC represents over 50,000 professionals and has member boards across the United States and internationally. For more information about IC&RC, visit www.internationalcredentialing.org.

CONTACT INFORMATION:

If you have any questions, please contact us.

Minnesota Certification Board
4817 Viking Blvd. NE, Suite 101
Wyoming, MN 55092

Phone: 763.434.9787

Fax: 763.413.1746

Email: mcb@mcboard.org

Website: www.mcboard.org

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DIRECTIONS/CHECKLIST

Read the application packet thoroughly. Complete and submit the requested information and items. Applications may be submitted via mail or through our online system called Certemy.

If **applying by mail with a paper application**, the following items must be mailed to the MCB office as part of your application packet:

- Application (Form 1)
- Certified Peer Recovery Specialist (CPRS) Code of Ethical Conduct (Form 2)
- Consent and Release Form (Form 3)
- Statistical Information (Form 4)
- Documentation of Disability Related Needs for Exam (Form 5)
- Payment of \$150 for your application (non-refundable). If paying by check or money order, it must be included and made payable to MCB.

Make sure to retain a photocopy of the entire application for your records. All materials will be entered into Certemy and become property of the MCB. Send your completed application forms, all necessary attachments, and the fee to:

Minnesota Certification Board
4817 Viking Blvd. NE, Suite 101
Wyoming, MN 55092

If **applying online**:

Start your application from our website at www.mcboard.org. Under the Certification tab, identify the credential you are interested in applying for and click on “apply online”. You will be directed to our online system called Certemy to begin the registration process and complete your application.

Follow the online instructions and submit the requested information. The online process requests the same information requested in the paper application.

Processing of Application:

After your application is approved and payment is processed, a pre-registration email will be sent to you to set up the date, time and location for the exam. Submissions are typically processed within one month of receipt. If there are any problems with the information provided, you will be notified by email or phone.

For candidates who fulfill all necessary requirements for the credential, final approval of the application is entered in Certemy. Your digital wallet will be updated with your certificate. You will also receive a paper certificate in the mail.

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ABOUT PEER RECOVERY SPECIALISTS:

Peer Recovery Specialists help a person become ready and willing to seek treatment (if needed) and enter recovery by helping the person explore their options for recovery or treatment. Peer Recovery Specialists ask questions, offer insight, and help service recipients as they become whole, resourceful, and capable of choosing what is best for them.

Peer Recovery Specialists use a strengths-based approach helping individuals find and utilize their values, assets, and strengths while supporting them in achieving success. They recognize that it is normal for recovering individuals to have gaps in their skills or development. The role of the specialist is to help individuals recognize and fill these gaps with the skills needed. Peer Recovery services focus on the present and future and are based on partnership with the individual.

The role of Peer Recovery Specialists can be viewed on a continuum of services and falls between the role of recovery support individuals/recovery sponsor and the substance abuse or mental health counselors. The role of the Peer Recovery Specialist has emerged from the recognition of a need to reconnect substance abuse and mental health treatment to the larger continuum of recovery management. The peer is not a sponsor or a therapist but rather a role model, mentor, advocate, and motivator.

The Certified Peer Recovery Specialist credential may lend itself to the workforce crisis facing the substance abuse and mental health field today. By the identification of these individuals who are in the recovery community, a pool of recovery experts will be created, some of whom may choose to go on to work in a treatment setting in various capacities.

Formal post-secondary education is not a requirement for obtaining the peer recovery credential. Emphasis will be placed on training, specifically in the peer recovery domains (below). Ongoing continuing education will also be required for the maintenance of the peer recovery credential.

Peer Recovery Domains

The work of peer recovery specialists generally aligns with the following four peer recovery domains as identified by the International Certification and Reciprocity Consortium (IC&RC). More detailed descriptions of the recovery domains can be found in Appendix A.

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

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REQUIREMENTS AND POLICIES FOR THE CPRS CREDENTIAL

EXPERIENCE

There is no prior work experience required for this credential.

EDUCATION & TRAINING

- A high school diploma or its equivalent
- A minimum of 46 hours of documented training specific to the Peer Recovery domains is required:
 - At least 10 hours in the domain of Advocacy
 - At least 10 hours in the domain of Mentoring/Education
 - At least 10 hours in the domain of Recovery Support
 - At least 16 hours in the domain of Ethical Responsibility
- Education must include information on the principals and the characteristics of substance use and opioid use disorder, evidence-based approaches to their treatment, and understanding of Medication Assisted Treatment (MAT) and the potential for rejection of MAT as part of treatment by some cultural communities. This content may be included as part of the 46 hours of documented training specific to the Peer Recovery domains.
- For initial certification for the Certified Peer Recovery Specialist, education must be completed through an approved provider or the training event must be pre-approved to determine it is in alignment with the necessary education requirements.
- Education and training used to fulfill the requirements of this credential must adhere to the Minnesota Certification Board's Education Policy (Appendix B).

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 the application packet, 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.** The exam may be taken at the Minnesota Certification Board office or other ISO-Quality Testing centers across the United States.
- **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 on the Minnesota Certification Board website.
- **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.

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- **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 (Form 5).
- **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

If you are employed as a Peer Recovery Specialist by a Department of Human Services licensed facility or a Recovery Community Organization (RCO) (as defined by Minn. Stat. § 254B.01, subd. 8), you must be supervised by a licensed professional at that facility. You are not required to document this supervision.

If you are practicing as a Peer Recovery Specialist outside of a Department of Human Services licensed facility or a Recovery Community Organization, you must be working under the supervision of an MCB approved supervisor or Certified Peer Recovery Specialist Reciprocal. If you fall into this category, you will be required to submit a copy of your monthly supervision logs (Appendix D) signed by your supervisor at the time of recertification.

If unemployed, there is nothing else you need to do regarding supervision at this time.

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.

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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 your email address on file 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 ensure that Peer Recovery Specialists remain up to date in the field. A recertification notice will be emailed to your email address on file in advance of your recertification date.

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 30 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).

ACCEPTABLE CONTINUING EDUCATION

Information about acceptable continuing education can be found in the Acceptable Continuing Education Policy (Appendix C).

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 visit the MCB website to view the Reinstatement of Lapsed Credentials policy.

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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 the 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.

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**FORM 1
APPLICATION**

Date of Application	
---------------------	--

Legal Name (as it appears on your driver's license):	
Prior Names, Known Aliases (submit legal documentation of name change):	

Last Four of SSN:		Date of Birth (mm/dd/yyyy)	
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Home Address (Street, APT #)			
City		State	
Home Email		Home Phone	()

Employer Name			
Work Address (Street, Suite #)			
City		State	
Work Email		Work Phone	()

If MCB needs to contact you, please indicate your preference: Home Contact Work Contact
 My preferred contact information to be listed publicly: Home Contact Work Contact

Disciplinary Actions

Have you ever received any disciplinary action from another certification or licensing authority? Yes No
If yes, please explain in full on a separate sheet and attach to this form.

Residency Information

Do you live or work within the state of Minnesota at least fifty-one percent (51%) of the time? Yes No

Payment Information

Fee of \$150 paid by:

- Check/Money Order (Payable to MCB)
- Credit Card # _____
 Expiration XX/XX _____ CSC# (3-digit code from back of card) _____
- Third Party Payer Information _____

Education and Training Information

Do you possess a high school diploma or jurisdictionally certified high school equivalency? Yes No
Please attach a copy of your diploma or proof of equivalency to this application.

Name of organization where you completed your required 46 hours of training specific to the Peer Recovery domains:	Dates of training:

You must attach a certificate of completion to your application.

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**FORM 2
CODE OF ETHICAL CONDUCT**

UNLAWFUL CONDUCT

- Rule 1.1** Once certified, a Certified Peer Recovery Specialist/Certified Peer Recovery Specialist Reciprocal (hereafter referred to as CPRS) shall not be cited, arrested, or convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming a CPRS as determined by MCB, INC.
- Rule 1.2** A CPRS shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

- Rule 2.1** A CPRS shall, under no circumstances, engage in sexual activities or sexual contact with an active client, whether such contact is consensual or forced.
- Rule 2.2** A CPRS shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.
- Rule 2.3** A CPRS shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client.
- Rule 2.4** A CPRS shall not provide services to individuals with whom they have had a prior sexual relationship.

FRAUD RELATED CONDUCT

- Rule 3.1** A CPRS shall not:
1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
 2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
 3. present or cause to be presented a false or fraudulent claim or benefit application.
 4. present proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
 5. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.
- Rule 3.2** An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes, but is not limited to, the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.
- Rule 3.3** An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

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- Rule 3.4** A CPRS shall not provide service under a false name or a name other than the name under which his or her certification is held.
- Rule 3.5** A CPRS shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6** A CPRS shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7** A CPRS who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the CPRS should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

EXPLOITATION OF CLIENTS

- Rule 4.1** A CPRS shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2** A CPRS shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3** A CPRS shall not enter into a relationship with a client which involves financial gain to the CPRS or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4** A CPRS shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5** A CPRS shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6** A CPRS shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7** A CPRS shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the CPRS is employed.

PROFESSIONAL STANDARDS

- Rule 5.1** A CPRS shall not in any way participate in discrimination on the basis of race, color, sex, sexual/gender orientation, age, religion, national origin, socioeconomic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2** A CPRS who fails to seek assistance under professional care for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other type of physical or mental health related adversity that interferes with his/her professional functioning shall be in violation of this rule. Where any such conditions exist and impede his/her ability to function competently, a CPRS must request inactive status of their CPRS certificate for medical reasons for as long as necessary, not forsaking timely recertification. Such assistance for impairment may be obtained from a variety of professional mechanisms to maintain wellness, including therapy, support systems/groups, psychiatric nurses, medication management, etc.
- Rule 5.3** A CPRS shall meet and comply with all terms, conditions, or limitations of a certification or license.

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- Rule 5.4** A CPRS shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5** A CPRS shall not perform services outside of his/her area of training, expertise, competence, or scope of practice.
- Rule 5.6** A CPRS shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7** The CPRS shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.
- Rule 5.8** The CPRS shall not discontinue professional services to a client nor abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9** A CPRS shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond his/her area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

- Rule 6.1** A CPRS shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.2** All CPRS's are mandated child abuse reporters.

RECORD KEEPING

- Rule 7.1** A CPRS shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

- Rule 8.1** A CPRS shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

- Rule 9.1** A CPRS holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the MCB, Inc. of such disciplinary action.

COOPERATION WITH THE BOARD

- Rule 10.1** A CPRS shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed.

Interference attempts may include, but are not limited to:

1. willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;

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3. use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. refusal to accept and/or respond to a letter of complaint, allowing a certificate to lapse while an ethics complaint is pending, or attempting to resign a certification while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified CPRS's certification until the ethical complaint is resolved.

Rule 10.2 A CPRS shall:

1. not make a false statement to the MCB, Inc. or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleagues could take corrective action;
3. report violations of professional conduct of other CPRS's to the appropriate licensing/disciplinary authority when he/she knows or should have known that another CPRS has violated ethical standards and has failed to take corrective action after informal intervention.
4. Will not practice counseling skills if not a licensed counselor.

Rule 10.3 A CPRS shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 A CPRS with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with MCB Inc. investigation or disciplinary proceeding. Failure or unwillingness to cooperate in MCB Inc. investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 A CPRS shall not file a complaint or provide information to MCB, Inc. which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to MCB, Inc. a CPRS shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

By signing this document, I acknowledge that I have read and understand this Code of Ethical Conduct.

Signature: _____

Printed Name: _____

Date: _____

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FORM 3
CONSENT & RELEASE FORM

I request that the Minnesota Certification Board grant the Certified Peer Recovery Specialist credential to me based on the following:

- I subscribe to and commit myself to professional conduct that meets the MCB Code of Ethical Conduct.
- I will become familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of peer recovery services.
- I have read and understand the Peer Recovery domains. I possess the competence necessary to perform duties associated with each of these domains.
- I understand that while certified as a CPRS, I will be supervised by a licensed professional if employed at a Department of Human Services licensed facility or Recovery Community Organization (as defined by Minn. Stat. § 254B.01, subd. 8). If anytime during my certification I plan to provide peer services somewhere other than a Department of Human Services licensed facility or Recovery Community Organization, I must have an MCB-approved supervisor.
- I certify that the information provided in this application is true and complete to the best of my knowledge. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application materials will nullify this application and will result in denial or revocation of certification.
- I understand that allegations of ethical misconduct reported to MCB before, during, or after submission of my application for certification will be investigated by MCB and could result in the nullification of the application or denial or revocation of certification.
- I consent to the release of information contained in my application and any other pertinent data submitted to or collected by MCB to officers, members, and staff of MCB.
- I give MCB permission to verify the status of my credential to all outside sources.
- I allow MCB to publicly list my name and identifying information on file as a credentialed professional.
- I understand that this consent is valid for the full lifetime of my certification with MCB.

Signature: _____

Printed Name: _____

Date: _____

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**FORM 4
STATISTICAL INFORMATION**

Highest Educational Level Completed:

- No High School Diploma or GED
- High School Diploma or GED
- Vocational Certification
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

Race – select all that apply (optional):

- Caucasian
- Black/African American
- Native American
- Asian
- Hispanic
- Native Hawaiian
- Pacific Islander (non-native Hawaiian)

Gender (optional):

- Female/Woman (cisgender)
- Male/Man (cisgender)
- Genderqueer, gender non-binary, or gender fluid
- Transgender female/woman
- Transgender male/man
- A gender not listed here (please indicate: _____)

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FORM 5

DOCUMENTATION OF DISABILITY RELATED NEEDS FOR EXAM

If you do not have any known disabilities and do not wish to request an accommodation, please initial here: _____

Please have this section completed by an appropriate professional (physician, psychologist, psychiatrist) to ensure that the Minnesota Certification Board is able to provide the required exam accommodations. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**.

Professional Documentation

I have known _____ since ____/____/____ in my
Exam Candidate Date

capacity as a _____.
Professional Title

The candidate discussed with me the nature of the exam to be administered. It is my professional opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangement listed below.

Description of Disability:

Special Accommodations:

- _____ Accessible Testing Site
- _____ Braille
- _____ Large Print Exam
- _____ Reader
- _____ Extended testing time (time and a half)
- _____ Distraction-free room
- _____ Other special accommodations (please specify)

Comments:

Signed: _____ Title: _____

Printed Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Email: _____

License Number: _____ Date: _____
(if applicable)

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Appendix A
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. Demonstrate 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.

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Appendix B
EDUCATION POLICY

The Minnesota Certification Board defines education as formal, structured instruction that is aligned with the IC&RC domains for a specific credential. This definition and the subsequent information apply to education requirements necessary for initial certification and continuing education requirements.

- One clock hour of education is equal to (50) minutes of continuous instruction.
- One college/university credit (semester system) is the equivalent of 15 contact hours
- Education must be specifically related to the knowledge and skills necessary to perform the tasks within the IC&RC domains for the specific credential.
- All education must be documented. Applicants are responsible for acquiring and submitting documentation of attendance, the number of contact hours, instructor/provider information, dates, and content descriptions. Transcripts, certificates of completion, written verification from the provider, and other documentation may be accepted.

The Minnesota Certification Board recognizes the following formats for education:

- **Synchronous/Live Format:** Synchronous/Live events occur in real-time. They may be delivered in person or electronically (e.g., webinar, virtual meeting, etc.). Participants have the ability to interact directly and immediately with the instructor(s) for the duration of the event.
- **Asynchronous Format:** Asynchronous learning does not occur in real-time. Examples may include on-demand/recorded events (e.g., webinars and conferences), text-based courses, digital courses, home study, etc. Participants generally do not have the ability to interact directly and immediately with the instructor.
- **Hybrid Format:** Education offered via a hybrid format is any education that combines live education and distance education/home study.

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-bearing Courses that are aligned with the IC&RC domains specific to the credential may be accepted by the Minnesota Certification Board. Courses must be offered by a regionally-accredited institution of higher education. Courses must appear on a transcript. Credit is not allowed for any audited college or university courses. A course syllabus may be requested.
- Workshops, seminars, institutes, academies, conferences, and in-services that are aligned with the IC&RC domains specific to the credential may be accepted by the Minnesota Certification Board. Applicants must be able to provide verification of completion including the title of the education event, instructor name and credentials, sponsoring organization, course description and/or learning outcomes, relevance to the domains, date(s) of the event, and clock hours.
- On-demand/Recorded Events (e.g., webinars and conferences), Online Training/Course (non-credit bearing), Text-based Courses, Digital Courses, Home Study, etc. that are aligned with the IC&RC domains specific to the credential may be accepted by the Minnesota Certification Board. Applicants must be able to provide verification of completion including the title of the event or course, instructor/developer name and credentials, sponsoring organization, course description and/or learning outcomes, relevance to the domains, date(s) of completion, and clock hours. Evidence of completing a post-test may be requested.

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The Minnesota Certification Board maintains processes for providers to preapprove education offerings. Education offerings that have been preapproved will state “Minnesota Certification Board Approved Education Hours” on completion verification documents. Education offerings that have been preapproved shall be guaranteed to meet Minnesota Certification Board education requirements.

The following are not accepted by the Minnesota Certification Board toward initial certification or continuing education requirements:

- Self-guided learning
- Therapeutic education
- Participation in self-help meetings

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Appendix C

ACCEPTABLE CONTINUING EDUCATION POLICY

Continuing education must be in alignment with the Minnesota Certification Board's Education Policy (Appendix B). The Minnesota Certification Board accepts the following types of continuing education:

- College and University Credit-bearing Courses that are aligned with the IC&RC domains specific to the credential.
- Workshops, seminars, institutes, academies, conferences, and in-services that are aligned with the IC&RC domains specific to the credential.
- On-demand/Recorded Events (e.g., webinars and conferences), Online Training/Course (non-credit bearing), Text-based Courses, Digital Courses, Home Study, etc. that are aligned with the IC&RC domains specific to the credential.
- CPR/First Aid are acceptable for up to six (6) hours of continuing education.
- Up to 50% of the education hours for recertification can be met through the following alternatives to formal education:
 - Teaching/Training - Hours spent in teaching and/or training at educational events related to the IC&RC domains specific to the credential can be applied to continuing education hours. The number of contact hours applicable is equal to the number of contact hours for the event. The maximum hours allowed for teaching/training during each two-year recertification period is twelve (12) hours.
 - Publishing - Publishing more than 4,000 words in a journal or book in an area related to the IC&RC domains specific to the credential can be counted as the equivalent of twelve (12) contact hours. The maximum hours allowed for publishing during each two-year recertification period is twelve (12) hours.
 - Conference Presentation - The hours spent presenting at a state or national conference for credentialed professionals can be used as the equivalent number of contact hours for continuing education. The number of contact hours applicable is equal to the length of time of the presentation. The maximum hours allowed for conference presentations during each two-year recertification period is twelve (12) hours.

All continuing education must be documented. Applicants are responsible for acquiring and submitting documentation of attendance, the number of contact hours, instructor/provider information, dates, and content descriptions. Transcripts, certificates of completion, written verification from the provider, and other documentation may be accepted. For additional details, please see the Education Policy.

The Minnesota Certification Board does not accept self-guided learning, therapeutic education, participation in self-help meetings, general staff meetings, supervision, staff rounds, or case management as continuing education.

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Appendix D

MONTHLY SUPERVISION LOG

- An individual certified as a CPRS practicing as a Peer Recovery Specialist outside of a Department of Human Services licensed facility or a Recovery Community Organization must be working under the supervision of an MCB approved supervisor or Certified Peer Recovery Specialist Reciprocal.
 - You will be required to submit a copy of your supervision logs signed by your supervisor at the time of recertification or upon request by the Minnesota Certification Board.
 - Supervision must be documented on this form.
 - Supervision must be provided at a rate of one hour of face-to-face supervision for every twenty hours of service provision.
 - 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.

Month/Year:	
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Name:	
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Supervisor Name:	
Supervisor Credential:	

Number of Hours Practiced During this Month:	
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Log of Supervision		
Date	Length	Supervisor Initial

By my signature, I acknowledge that contents of this form are true and accurate to the best of my knowledge.

CPRS Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____