



Application Form for

Approved Supervisor

to provide supervision to Certified
Peer Recovery Specialists

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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)
- Payment of \$30 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:

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.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

ABOUT APPROVED SUPERVISORS FOR PEER RECOVERY SPECIALISTS:

The Approved Supervisor (Peer Recovery) credential is intended for appropriately certified or licensed professionals in the behavioral health field (CPRSR, ADCR-MN, LADC, LPCC, etc.) who are dedicated to providing exceptional supervision to Certified Peer Recovery Specialists and are committed to their professional development. Approved Supervisors (Peer Recovery) are 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.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

REQUIREMENTS AND POLICIES FOR THE APPROVED SUPERVISOR CREDENTIAL

CURRENT CERTIFICATION OR LICENSURE

Must possess a current certification (e.g., CPRSR, ADCR-MN, AACDR-MN) or licensure (e.g., LADC, LPCC, LICSW) in a behavioral health field in the state of Minnesota and ensure that the credential will be maintained in good standing for the duration of approval as a supervisor.

EDUCATION & TRAINING

3 hours of education (e.g., training, workshop) that covers each of the following topics: the MCB Peer Recovery Specialist Code of Ethical Conduct; the IC&RC Peer Recovery domains; relevant statutes, rules, and standards relevant to the provision of peer recovery services in Minnesota; and supervision concepts pertinent to peer recovery. Education and training used to fulfill the requirements of this credential must adhere to the Minnesota Certification Board's Education Policy (Appendix B).

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 sign and date a waiver that you have read and will abide by the Code of Ethical Conduct. Approved supervisors must also be familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of peer recovery services.

SUPERVISION POLICIES

- Certified Peer Recovery Specialists who are practicing Peer Recovery outside of a Minnesota Department of Human Services (DHS) licensed facility or Recovery Community Organization (RCO) (as defined by Minn. Stat. § 254B.01, subd. 8) must be working under the supervision of a MCB approved supervisor.
- 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 provided 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 provided on an individual basis. The remaining 50 percent may be provided in a group setting.
- Supervision must be documented and signed off on by the supervisor on the Monthly Supervision Log (Appendix D). Documentation of supervision must be provided to the Minnesota Certification Board upon request.

OTHER

- Signed and dated Consent and Release Form.

FEES

- \$30 (includes processing fee and two years of approval)

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

LENGTH OF APPROVAL/RENEWAL

Approval for supervision is good for two years starting from the date you are approved. An expiration date will be provided to you in a letter. Approval as a supervisor may be renewed after two years if the following criteria are met:

- Applicant continues to possess an appropriate certification or licensure in good standing.
- Applicant is in good standing with the Minnesota Certification Board
- Applicant has completed 6 hours of continuing education during the two-year period. The continuing education must be related to the peer recovery domains and/or peer recovery supervision with at least 2 hours being specifically focused on peer recovery ethics.
- Applicant submits a \$30 renewal fee for 2 additional years of approval as a supervisor.

An applicant may renew their supervisor approval status multiple times if the renewal criteria are met. The applicant will be notified by MCB in advance of expiration of their approval for providing supervision.

ACCEPTABLE CONTINUING EDUCATION

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

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

**FORM 1
APPLICATION**

Date of Application	
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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	
		ZIP	
Home Email		Home Phone	()

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

If MCB needs to contact you, please indicate your preference: 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 \$30 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 _____

Current Certification or Licensure

Do you possess a current certification (e.g., CPRSR, ADCR-MN, AACR-MN) or licensure (e.g., LADC, LPCC, LICSW) in a behavioral health field in the state of Minnesota? Yes No

Attach proof (e.g., certificate) of your good standing certification or licensure in a behavioral health field.

I agree that the identified certification or licensure will be maintained in good standing for the duration of approval as a supervisor. If my certification or licensure is no longer in good standing at any point during this time, I will notify the board immediately. Yes No

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

Education and Training

Provide verification of a total of 3 hours of education covering each of the following:

- the MCB Peer Recovery Specialist Code of Ethical Conduct
- the IC&RC Peer Recovery domains; relevant statutes, rules, and standards relevant to the provision of peer recovery services in Minnesota
- and supervision concepts pertinent to peer recovery

Title of Training:			
Sponsoring Organization:			
Presenter Name(s):			
Date(s) of Training:		Hours Completed:	
Content Areas Covered:	<input type="checkbox"/> MCB Peer Recovery Specialist Code of Ethical Conduct <input type="checkbox"/> IC&RC Peer Recovery domains; relevant statutes, rules, and standards relevant to the provision of peer recovery services in Minnesota <input type="checkbox"/> Supervision concepts pertinent to peer recovery		

You must attach a certificate of completion to your application.

Title of Training:			
Sponsoring Organization:			
Presenter Name(s):			
Date(s) of Training:		Hours Completed:	
Content Areas Covered:	<input type="checkbox"/> MCB Peer Recovery Specialist Code of Ethical Conduct <input type="checkbox"/> IC&RC Peer Recovery domains; relevant statutes, rules, and standards relevant to the provision of peer recovery services in Minnesota <input type="checkbox"/> Supervision concepts pertinent to peer recovery		

You must attach a certificate of completion to your application.

Title of Training:			
Sponsoring Organization:			
Presenter Name(s):			
Date(s) of Training:		Hours Completed:	
Content Areas Covered:	<input type="checkbox"/> MCB Peer Recovery Specialist Code of Ethical Conduct <input type="checkbox"/> IC&RC Peer Recovery domains; relevant statutes, rules, and standards relevant to the provision of peer recovery services in Minnesota <input type="checkbox"/> Supervision concepts pertinent to peer recovery		

You must attach a certificate of completion to your application.

Title of Training:			
Sponsoring Organization:			
Presenter Name(s):			
Date(s) of Training:		Hours Completed:	
Content Areas Covered:	<input type="checkbox"/> MCB Peer Recovery Specialist Code of Ethical Conduct <input type="checkbox"/> IC&RC Peer Recovery domains; relevant statutes, rules, and standards relevant to the provision of peer recovery services in Minnesota <input type="checkbox"/> Supervision concepts pertinent to peer recovery		

You must attach a certificate of completion to your application.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

**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.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

- 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.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

- Rule 5.3** A CPRS shall meet and comply with all terms, conditions, or limitations of a certification or license.
- 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;

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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;
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: _____

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

FORM 3
CONSENT & RELEASE FORM

I request that MCB approve me to provide supervision to Certified Peer Recovery Specialists:

- 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 supervise Certified Peer Recovery Specialists to perform duties associated with each of these domains.
- 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 approval as a supervisor. Falsification of any records or documents in my application materials will nullify this application and will result in denial or revocation of my approval as a supervisor.
- I understand that allegations of ethical misconduct reported to MCB before, during, or after submission of my application for approval as a supervisor will be investigated by MCB and could result in the nullification of the application or denial or revocation of my approval as a supervisor.
- 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 approval as a supervisor to all outside sources.
- I allow MCB to publicly list my name and identifying information on file as an approved supervisor.
- I understand that this consent is valid for the full lifetime of my certification with MCB.

Signature: _____

Printed Name: _____

Date: _____

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

**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: _____)

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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.

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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

**Minnesota Certification Board
Approved Supervisor (Peer Recovery)**

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.

