



Application Packet for
CPRS - Forensic Endorsement

Certified Peer Recovery Specialist
Forensic Endorsement

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

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 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
PO Box 586
Wyoming, MN 55092

Phone: 763.434.9787

Email: mcb@mcboard.org

Website: www.mcboard.org

Minnesota Certification Board
Certified Peer Recovery Specialist (CPRS) Forensic Endorsement

The Peer Recovery Specialists with the Forensic Endorsement are individuals with personal lived experience related to substance use disorder and the criminal justice system. A peer recovery specialist with forensic endorsement provides support to individuals with substance use, or co-occurring mental health and the criminal justice system related challenges where peer support can assist individuals in their commitment to achieving and maintaining recovery and wellness using their own lived experience. Peer Recovery Specialists with forensic endorsement ask questions, are advocates, offer insight, and help participants as they become resourceful, and capable of choosing what is best for them.

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)
- Verification of Forensic Endorsement training course. Certificate of completion **MUST** be attached.
- Code of Ethical Conduct (Form 2)
- Consent & Release Form (Form 3)
- Statistical Information (Form 4)
- Payment of \$75 (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
PO Box 586
Wyoming, MN 55092

If **applying online**:

Start your application from our website at www.mcboard.org. Under the Certification tab, identify the credential / endorsement 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 endorsement, final approval of the application is entered in Certemy. Your digital wallet will be updated with your certificate.

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ABOUT PEER RECOVERY SPECIALISTS- FORENSIC ENDORSEMENT

The Peer Recovery Specialists with the Forensic Endorsement are individuals with personal lived experience related to substance use disorder and the criminal justice system. A peer recovery specialist with forensic endorsement provides support to individuals with substance use and/or mental health and the criminal justice system related challenges where peer support can assist individuals in their commitment to achieving and maintaining recovery and wellness using their own lived experience. Peer Recovery Specialists with forensic endorsement 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 and assist to navigate the criminal justice system. Peer Recovery Specialists with forensic endorsement are advocates, offer insight, and help participants as they become whole, resourceful in choosing what is best for them.

Peer Recovery Specialists with forensic endorsement use a strengths-based approach helping individuals find and utilize their values, assets, and strengths while supporting them in achieving wellness. 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 with forensic endorsement focus on the present and future and are based on partnership with the individual in the criminal justice system.

The role of Peer Recovery Specialists with forensic endorsement can be viewed on a continuum of services and falls between the role of recovery support individuals and the substance abuse or co-occurring mental health counselors, and the justice system. The role of the Peer Recovery Specialist with forensic endorsement has emerged from the recognition of a need to reconnect substance use, or co-occurring with mental health treatment, and the criminal justice system 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 - Forensic Endorsement may lend itself to the workforce crisis facing the substance use, mental health, and justice system field today. By the identification of these individuals who are in the recovery community and justice system, a pool of recovery and forensic experts will be created, some of whom may choose to go on to work in a treatment setting, corrections, probation, community wellness programs, and/or the justice system in various capacities.

Formal post-secondary education is not a requirement for obtaining the peer recovery-forensic endorsement.

Peer Recovery - Forensic Endorsement Domains:

1. Advocacy
2. Mentoring and Education
3. Recovery and Wellness Support
4. Professional and Ethical Responsibility
5. Foundations of the Criminal Justice System and Correctional System Overview
6. Trauma Informed Care in the Criminal Justice Settings
7. Integration, Reintegration, and Reentry

The work of peer recovery specialists-forensic endorsement generally aligns with the following seven peer recovery domains. Emphasis will be placed on training (minimum of 21 hours) in the 7 domains.

Minnesota Certification Board Certified Peer Recovery Specialist (CPRS) Forensic Endorsement (FE)

REQUIREMENTS AND POLICIES FOR THE CPRS-FE CREDENTIAL

EXPERIENCE

Must hold a current Certified Peer Recovery Specialist (CPRS-MN) or a Certificated Peer Recovery Specialist Reciprocal (CPRS-R-MN) credential as a pre-requisite to this endorsement.

Must have a personal lived experience related to criminal justice system, and 2 years of probation free experience.

TRAINING

A minimum of 21 hours of training specific to the Forensic Endorsement domains is required:

- At least 3 hours in the domain of Advocacy (collaborating with individuals in the criminal justice system)
 - At least 3 hours in the domain of Mentoring and Education (collaborating with individuals in the criminal justice system)
 - At least 3 hours in the domain of Recovery Support (collaborating with individuals in the criminal justice system)
 - At least 3 hours in the domain of Ethical Responsibility (collaborating with individuals in the criminal justice system)
 - At least 3 hours in the domain of Foundations of the Criminal Justice System and Correctional System Overview
 - At least 3 hours in the domain of Trauma Informed Care in the Criminal Justice Settings
 - At least 3 hours in the domain of Integration, Reintegration, and Reentry
-
- Training must be through an MCB approved training provider of the Forensic Endorsement domains.
 - Education and training used to fulfill the requirements of this credential must adhere to the Minnesota Certification Board's Education Policy (Appendix B).

EXAMINATION

No exam required for forensic endorsement after CPRS obtained.

RESIDENCY

Applicants must **live or work at least 51% of time within the state of Minnesota.**

OTHER

- Signed and dated Consent and Release Form.

FEES

- First Time Forensic Endorsement (includes processing fee, and certificate of forensic endorsement):
 - \$75 – (non-refundable) as part of the application process

RECIPROCITY

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

Minnesota Certification Board Certified Peer Recovery Specialist (CPRS) Forensic Endorsement (FE)

LENGTH OF CERTIFICATION

Your Forensic Endorsement certification is good for **two years**, starting from the date your certification is approved. An expiration date will be provided on your certificate.

RENEWAL OF FORENSIC ENDORSEMENT

Your first renewal will occur **two years** after your initial certificate date. MCB requires renewal every two years to maintain high standards of professional practice and to ensure that Peer Recovery Specialists Forensic Endorsement remain up to date in the field. A renewal notice will be emailed to your email address on file in advance of your renewal date.

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

1. Hold a current and valid Certified Peer Recovery Specialist (CPRS) credential issued by MCB.
2. Complete 6 hours of MCB approved continuing education related to the Peer Recovery Forensic Endorsement domains. Credits must be earned within the two-year renewal period.
3. Complete a Recertification Application.
4. Pay the recertification fee of \$75 (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 ENDORSEMENT

You need to submit to MCB your completed renewal and forensic endorsement application and annual renewal fee before the expiration date on your certificate. If the renewal is not postmarked by the expiration date, the individual will no longer hold a Certified Peer Recovery Specialist (CPRS) Forensic Endorsement and so may not represent themselves as such.

If you wish to renew 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/Endorsements policy.

APPEAL PROCESS

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 training. 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.

**Minnesota Certification Board Certified Peer Recovery Specialist
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**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

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

Training Information

Name of organization where you completed your required 21 hours of training specific to the Peer Recovery Forensic Endorsement domains:	Dates of training:

Attach a certificate of completion to your application.

Lived Experience

Do you have a personal lived experience with criminal justice system, and 2 years or more of compliant probation?

Yes No

Payment Information

Fee of \$75 (non-refundable) 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 _____

**Minnesota Certification Board Certified Peer
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FORM 2

**CODE OF ETHICAL CONDUCT FOR CERTIFIED PEER RECOVERY SPECIALIST FORENSIC
ENDORSEMENT**

Principle: Personal Wellness and Recovery

My primary obligation and responsibility is my own wellness and recovery. I will seek appropriate resources and support to maintain my wellness and recovery. If my wellness or recovery is impacted in a way that negatively affects my ability to provide peer recovery services to others, **I am expected to prioritize my own self-care before serving others.**

Principle: Sharing My Lived Experience

I will share my lived experiences only when it is believed to be beneficial to the individuals that I serve.

Principle: Honoring Personal Recovery Pathways

I will value all individuals seeking recovery and will honor their right to self-select their own recovery pathway.

Principle: Confidentiality

I will respect the privacy of those I serve. I am responsible for being aware of and in compliance with all applicable State and Federal guidelines, regulations, statutes, and agency policies related to confidentiality.

I am a mandated reporter and will report abuse, neglect, or maltreatment in accordance with the law.

Principle: Non-Discrimination

I will provide recovery support services regardless of someone's age, gender, race, ethnicity, national origin, sexual orientation, religion, marital status, political belief, language, socioeconomic status or mental or physical condition.

If differences that impact the motivation for recovery occur, I will seek consultation and, if necessary, make referral to another Certified Peer Recovery Specialist Forensic Endorsement.

Principle: Conduct

I will act in accordance with the law, employer policies, and professional standards.

I will never use physical force, verbal, or emotional abuse; intimidate, threaten, manipulate, harass, or make unwarranted promises of benefits.

I will fairly and accurately represent myself and my capabilities to the individuals that I serve and the community.

I will not accept money or items of significant value from individuals that I serve.

I will not lend to or borrow from the individuals that I serve.

I will not enter into dual relationships/boundary issues or commitments that conflict with the interests of individuals that I serve. This applies to both in person and electronic/social media interactions or relationships.

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I understand that there may be times when a dual relationship is unavoidable. While dual relationships may make it difficult to maintain appropriate professional boundaries, it is my professional responsibility to assume the full burden for setting clear, appropriate, and culturally responsive boundaries.

I will not engage in romantic/sexual activities or intimate relations with individuals that I serve and/or families that I serve. This applies to both in person and electronic/social media interactions or relationships.

I will not engage in romantic/sexual activities or romantic/sexual contact with individuals I have formerly served and/or families I have formerly served at any point after terminating services. This applies to both in person and electronic/social media interactions or relationships.

I will not provide services to individuals and/or families with whom I have had a prior romantic/sexual or intimate relationship. This applies to both in person and electronic/social media interactions or relationships.

I will not engage in harassment of any kind with anyone, which is defined as a single act or multiple occurrences of verbal, nonverbal, or physical actions that are known to be unwelcome or that are of the severity to be perceived as harassment by a reasonable person. Harassment includes, but is not limited to, sexual, electronic/social media, physical, personal, discriminatory, psychological, and bullying.

Principle: Integrity

I will not discontinue services to an individual without their knowledge and will make a referral for continued services when appropriate.

I will report violations of the Code of Ethics by other Certified Peer Recovery Specialists Forensic Endorsement to the appropriate certifying entity.

I will cooperate with the Minnesota Certification Board regarding any investigation or inquiry in a timely and honest manner.

Principle: Conflict of Interest

I will not use my role as a CPRS-FE to promote any treatment, procedure, product, or service, which would prioritize my personal gain over the benefit of the individuals that I serve.

Principle: Scope of Practice

I will not perform services outside of my area of training, expertise, competence, or scope of practice.

Principle: Personal Development

I will improve my recovery and forensic endorsement service knowledge and skills through ongoing education, training, and supervision.

Principle: Professional Standards

I will meet and comply with all terms, conditions, or limitations of my certification and endorsement(s).

I will stay knowledgeable of all current statutes, rules, and other professional standards relevant to practice as a Certified Peer Recovery Specialist Forensic Endorsement in the state of Minnesota.

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I understand that if I hold a certification, license, or other credential to practice as a professional related or unrelated to peer recovery forensic endorsement, I will alert the Minnesota Certification Board if my credential has been suspended, revoked, placed on probation, etc. or if any other type of discipline is imposed.

By signing this document, I acknowledge that I have read and understand the Certified Peer Recovery Specialist Forensic Endorsement Code of Ethical Conduct. I will, adhere to and honor this code in my professional and personal dealings.

Signature: _____

Printed Name: _____

Date: _____

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

**FORM 3
CONSENT & RELEASE FORM**

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

- I subscribe to and commit myself to professional conduct that meets the MCB Code of Ethical Conduct for Peer Recovery Specialists Forensic Endorsement.
- I will become familiar with and practice within the scope of all relevant statutes, rules, and standards relevant to the provision of peer recovery forensic endorsement in justice services.
- I have read and understand the Peer Recovery Forensic Endorsement 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 or endorsement(s).
- 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 and/or endorsement(s) to all outside sources.
- I allow MCB to publicly list my name and identifying information on file as a credentialed and/or endorsement professional.
- I understand that this consent is valid for the full lifetime of my certification and/or endorsement(s) with MCB.

Signature: _____

Printed Name: _____

Date: _____

**Minnesota Certification Board Certified Peer Recovery Specialist (CPRS)
Forensic Endorsement (FE)**

**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 Certified Peer Recovery Specialist (CPRS)
Forensic Endorsement**

Appendix A

Peer Recovery Forensic Endorsement Domains

1. Advocacy
2. Mentoring and Education
3. Recovery Support
4. Ethical Responsibility
5. Foundations of the Criminal Justice System and Correctional System Overview
6. Trauma Informed Care in the Criminal Justice Settings
7. Integration, Reintegration, and Reentry

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

- Advocacy (in working with individuals in the criminal justice system)
 - a. Advocacy support and resources during incarceration and in the community.
 - b. Understand stigma with incarceration, hierarchy of crimes, and criminal thinking.
 - c. Understanding Sequential Intercept Model (SIM) and opportunities for advocacy.
 - d. Effective advocacy in the criminal justice system.
 - e. Understanding criminal justice and recovery language.
 - f. Identify interaction with criminal justice system roles and advocacy support.
- Mentoring and Education (in working with individuals in the criminal justice system)
 - a. Demonstrate effective problem solving, conflict resolution, de-escalation, and crisis intervention techniques, communication styles, and self-advocacy.
 - b. Mentoring effective emotional and behavioral patterns in the criminal justice system.
 - c. Positive skill building and role modeling.
 - d. Understand external and internal barriers to reentry.
 - e. Serve as a role model to individuals in recovery including how to constructively share your own story of hope and recovery.
- Recovery Support (in working with individuals in the criminal justice system)
 - a. Identify cultural beliefs and values and support resources specific to cultural and personal diversity in the criminal justice systems.
 - b. Understand types of recovery and wellness and support available for those interacting with criminal justice system.
 - c. community resources and support while in criminal justice system.
 - d. Identify Dimensions of recovery, emotional wellness, and benefits of recovery.
- Professional and Ethical Responsibility (in working with individuals in the criminal justice system)
 - a. Confidentiality in the criminal justice system and legal obligations.
 - b. Principles of conduct governing an individual in criminal justice system or profession.
 - c. Relationship between legal and ethical issues and behaviors in judicial system.
 - d. Legal consent to release information in criminal justice system.
 - e. Boundaries in criminal justice setting.
 - f. Self-care in the workplace related to justice system.

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- Foundations of the Criminal Justice System and Correctional System Overview
 - a. Overview of criminal justice system and structure, common acronyms, vocabulary, and stages/steps in the criminal justice process.
 - b. Understand the Sequential Intercept Model, (SIM) and how individuals move through the criminal justice system.
 - c. Understand impact of persons with substance use disorders and/or mental health are impacted by criminal justice system and barriers.
 - d. Understand the role of the forensic peer in the criminal justice settings.
- Trauma Informed Care in the Criminal Justice Settings
 - a. Awareness of trauma, substance use disorders, and/or mental health or co-occurring disorders rates in Minnesota and nationally particularly for individuals in the criminal justice system.
 - b. Understand trauma, triggers, stressors, and the impact on an individual in the criminal justice system.
 - c. Understand traumatization, retraumatization, and secondary trauma to family in the criminal justice system.
 - d. Understand strategies for trauma – informed approach to peer support services.
- Integration, Reintegration, and Reentry
 - a. Understanding legal barriers to integration, reintegrating, and reentry and resources for support.
 - b. Understand barriers to maintain recovery and strategies to promote support.
 - c. Identify community support and resources for reentry.
 - d. Understand criminal sanctions and restoration of rights, work release, halfway house, home confinement, and direct to community supervision.
 - e. Understand barriers to reentry, relationship building, and maintaining recovery support connections.

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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 or endorsement 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

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.