



Application Packet for
CPRS – Cultural Endorsement

Certified Peer Recovery Specialist
Cultural Endorsement

September 2024

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

The Cultural Training Endorsement is intended for appropriately certified professionals who are dedicated to providing exceptional services to participants in communities of culture and committed to their professional development. A professional with a cultural training endorsement provides support to individuals with substance use, or co-occurring mental health in communities of culture where support can assist individuals in their commitment to achieving and maintaining recovery and wellness using their own lived experience. Professionals with cultural training endorsement ask questions, offer insight, and help provide resources and services to participants as they become resourceful, and capable of choosing what is best for them.

Peer Recovery Specialist with the Cultural Endorsement will have the capacity to (1) value diversity, (2) conduct self-assessment, (3) manage the dynamics of difference, (4) acquire and institutionalize cultural knowledge, and (5) adapt to diversity and the cultural contexts of communities they serve.

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 Cultural Endorsement training courses. Certificates of completion **MUST** be attached.
- Documentation of Work Experience (Form 2)
- Consent & Release Form (Form 4)
- Statistical Information (Form 5)
- 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.

Minnesota Certification Board
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ABOUT PEER RECOVERY SPECIALISTS- CULTURAL ENDORSEMENT

The Peer Recovery Specialists with the Cultural Endorsement are individuals who have been successful in the recovery process and who support others throughout their recovery. Through understanding, respect and empowerment, peer recovery specialists help people stay active in recovery. Peer Recovery Specialists that are culturally responsive effectively extend the reach of treatment beyond the clinical setting into the everyday environment of individuals seeking a successful, sustained recovery process. Cultural responsiveness is the ability to learn from and relate with people of your own culture as well as those from other cultures. In recovery, cultural responsiveness is the delivery of services that incorporate and respect the individual's cultural beliefs.

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

Peer Recovery Specialist- Cultural Endorsement Domains:

1. Cultural Advocacy and Humility
2. Cultural Education and Mentoring
3. Cultural Recovery and Wellness Support
4. Cultural Professional and Ethical Responsibility
5. Foundations of Cultural Responsiveness
6. Cultural Competency in Recovery and Planning
7. Cultural Communities in Minnesota

The work of Peer Recovery Specialists-Cultural Endorsement generally aligns with the following seven peer recovery domains. Emphasis will be placed on training (minimum of 13 hours) in the 7 domains.

Minnesota Certification Board Certified Peer Recovery Specialist (CPRS) Cultural Endorsement (CE)

REQUIREMENTS AND POLICIES FOR THE CPRS-CE CREDENTIAL

EXPERIENCE

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

300 hours of volunteer or paid work experience providing Peer Recovery services to representative members of communities of color or underrepresented communities.

- Experience must have been gained within the last seven years
- Experience is based on the applicant providing direct services relevant to the peer recovery domains
- Applicant must be supervised by an individual who is knowledgeable of the peer recovery domains
- Experience may be gained as an intern, volunteer, or paid employee for an organization providing peer recovery services

Applicant must document their experience on the Documentation of Experience form (Form 2). Submit a separate form for each program where you have accumulated experience that you wish to apply toward your experience.

TRAINING

A minimum of 13 hours of training specific to the Cultural Endorsement is required (funding for these **FREE** trainings are made possible through a grant from the Minnesota Department of Human Services, registration is available on our website at the following links: <https://www.mcboard.org/mcb-training/> and <https://www.mcboard.org/online-training-for-peers/>):

- Introduction to Culturally Affirming Peer Support (3 hours)
 - Lesson One: Minnesota's Mosaic of Cultures
 - Lesson Two: Responding to Cultural Diversity
 - Lesson Three: Putting Culturally Affirming Peer Support into Action
- Introduction to Cultural Competency: Building a Strong Foundation (2 hours)
- Intersectionality in Substance Use Disorder (SUD) Prevention, Treatment and Recovery (2 hours)
- Culturally Responsive Assessment and Prevention, Treatment and Recovery Planning (2 hours)
- Addressing Health Disparities in Substance Use Prevention, Treatment and Recovery (2 hours)
- Ethical Considerations in Culturally Competent Practice (2 hours)

EXAMINATION

No exam required for Cultural 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 Cultural Endorsement (includes processing fee, and certificate of Cultural endorsement):
 - \$75 – (non-refundable) as part of the application process

Minnesota Certification Board Certified Peer Recovery Specialist (CPRS) Cultural Endorsement (CE)

RECIPROCITY

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

LENGTH OF CERTIFICATION

Your Cultural Endorsement certification is good for **two years**, starting from the date your certification is approved. An expiration date will be provided on your certificate. To be eligible for renewal you must hold a current and valid Certified Peer Recovery Specialist (CPRS) credential issued by MCB. An endorsement is only valid with an active CPRS credential.

RENEWAL OF CULTURAL 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 Cultural 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) Cultural 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 Cultural 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 Cultural 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) Cultural 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
(CPRS) Cultural Endorsement (CE)**

**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

Attach certificates of completion to your application for the 13 hours of training specific to the Peer Recovery Cultural Endorsement domains.

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
Recovery Specialist (CPRS) Cultural Endorsement (CE)**

Form 2

DOCUMENTATION OF EXPERIENCE

300 hours of volunteer or paid work experience providing Peer Recovery services to representative members of communities of color or underrepresented communities.

- Experience must have been gained within the last seven years
- Experience is based on the applicant providing direct services relevant to the peer recovery domains
- Applicant must be supervised by an individual who is knowledgeable of the peer recovery domains
- Experience may be gained as an intern, volunteer, or paid employee for an organization providing peer recovery services

Section I - Applicant Information

Name					
Home Address (Street, APT #)					
City		State		ZIP	

Section II - Program Information - To be completed by the applicant's supervisor, program director, or personnel office.

Program Name					
Program Address (Street, APT #)					
City		State		ZIP	
Program License # (if applicable)		Phone			

Section III - Documentation of Experience - To be completed by the applicant's supervisor, program director, or personnel office. **A copy of the applicant's official job description for the position listed must be attached.** Please complete a separate copy of this form for each position used toward the experience requirement.

Applicant's Position					
Start Date		End Date		Total Hours	

By signing below, I attest that the applicant (named in Section I) performed competently at the program (named in Section II) providing supervised peer recovery services relevant to the IC&RC Peer Recovery domains.

Supervisor's Signature

Supervisor: Print Name and Title

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

FORM 4
CONSENT & RELEASE FORM

I request that the Minnesota Certification Board grant the Certified Peer Recovery Specialist Cultural 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 Cultural 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 Cultural endorsement in justice services.
- I have read and understand the Peer Recovery Cultural 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)
Cultural Endorsement (FE)**

**FORM 5
STATISTICAL INFORMATION**

Highest Educational Level Completed:

- No High School Diploma or GED
- High School Diploma or GED
- Vocational Certification
- Associate's 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) Cultural Endorsement

Appendix A

Peer Recovery Cultural Endorsement Domains

Peer Recovery Specialist with a Cultural Endorsement must expand their competence in the primary domains (advocacy; mentoring and education; recovery support; ethical responsibility) to include cultural competence. Applicants must have additional training and experience in the domains listed below in order to be competent to perform duties associated with the Cultural Endorsement.

- Foundations in Cultural Responsiveness
- Cultural Competency in Recovery Planning
- Supporting Cultural Communities in Minnesota

Definitions are as follows:

Foundations in Cultural Responsiveness

- a. valuing and respecting diverse backgrounds, beliefs, values, customs, knowledge, lifestyles and social behaviors.
- b. developing skills to function effectively within diverse cultural contexts
- c. interacting effectively with people from different cultural backgrounds
- d. conducting self-assessment of one's own cultural identity and biases
- e. managing the dynamics of difference
- f. acquiring and institutionalizing cultural knowledge
- g. adapting to diversity and the cultural contexts of communities they serve

Culturally Responsive Recovery Planning

- a. actively engaging participant to understand their cultural identity including strengths, challenges and preferences
- b. identifying culturally responsive resources, services, and referrals
- c. developing awareness of one's own cultural identity and the potential impact on recovery planning

Supporting Cultural Communities in Minnesota

- d. demonstrating knowledge of communities of color or underrepresented communities in Minnesota
- e. practicing openness by demonstrating acceptance of difference
- f. being flexible by demonstrating acceptance of ambiguity
- g. being sensitive to others by appreciating cultural differences
- h. demonstrating humility through suspension of judgement and the ability to learn
- i. actively advocating and working to reduce health disparities in communities of color or underrepresented communities in Minnesota

Minnesota Certification Board Certified Peer Recovery Specialist (CPRS)
Cultural Endorsement
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.

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

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.