

**Michigan Certification Board for Addiction Professionals**

**CERTIFICATION MANUAL**

**For**

**Certified Peer Recovery Mentor**

**(IC&RC reciprocal)**

**CPRM**

# Introduction

The CPRM (IC&RC reciprocal) is a credential being offered in the state of Michigan. Individuals applying for this credential must complete and provide verification of all requirements outlined in this manual, including the IC&RC Peer Recovery Mentor examination.

This credential is designed for persons who have been successful in their own recovery, and are prepared to share their experience and knowledge with others at an earlier stage of recovery from alcohol and/or drug dependency. Individuals applying for the CPRM credential must complete and provide verification of all requirements outlined in this application manual.

Peer Recovery Mentor certification was developed by MCBAP within the State of Michigan to support the use of international standards of professional preparation for alcohol/drug addiction oriented peer recovery support providers. It is structured to meet or exceed the standards being prepared by the International Certification & Reciprocity Consortium (IC&RC) as appropriate for substance abuse peer mentors, also described by some sources as peer recovery coaches, peer support staff, or peer advocates.

The purpose of peer recovery mentor professional certification is to promote consumer protection and public confidence by assuring that alcohol/drug addiction oriented recovery services are being provided by appropriately qualified individuals. For the provider, peer recovery mentor certification gives recognition to the special experience, education and skills of the peer support provider, encouragement for professional growth and development, and a recognized professional credential.

This application manual contains the requirements, procedures and application forms for the IC&RC Certified Peer Recovery Mentor credential now offered through the Michigan Certification Board for Addiction Professionals (MCBAP).

The Certified Peer Recovery Mentor credential is for peer recovery mentors working within licensed substance abuse service provider organizations, or other appropriate services, with a minimum of 500 hours of working experience, 25 or more hours documented supervision, and completion of a minimal set of education requirements. Although an individual meeting the requirements of the CPRM-M would also meet, and exceed, the requirements of the service levels defined in the Michigan Department of Community Health-Bureau of Substance Abuse and Addiction Services Technical Advisory (9/2012) it is not required that a CPRM applicant first be identified or registered as a substance use disorders peer recovery assistant or peer recovery coach, by that document's descriptions.

**Renewal** of the CPRM will be necessary prior to the expiration date of the initial 2-year certification period. Renewal will require documentation of 10 hours per year of MCBAP approved continuing education in the substance abuse Peer Recovery Mentor Performance Domains. CPRM continuing education must also include 6 hours of professional ethics education.

**To apply for certification**, go to the **Application Forms** section of this manual. Instructions and application forms, including brief summaries of the requirements each form is intended to address, are included in that section. The remainder of this manual includes information and instruction details about each required area and should be consulted while the forms are being completed. Renewal requirements and instructions are contained in the Renewal section.

# Table of Contents

<b>Submission</b>	<b>Submission &amp; Review</b>
<b>Overview</b>	<b>Overview of Requirements</b>
<b>Experience</b>	<b>Experience Description</b>
<b>Education</b>	<b>Education Description</b>
<b>Supervision</b>	<b>Supervised Practical Training Description</b>
<b>Testing</b>	<b>Testing &amp; Review</b>
<b>Ethics</b>	<b>Residency &amp; Code of Ethics Description</b>
<b>Forms</b>	<b>Application Instructions &amp; Forms Application Experience Supervised Practical Training Education Testing &amp; Review Code of Ethics Data Collection</b>
<b>Appendix A</b>	<b>IC&amp;RC Peer Recovery Performance Domains</b>
<b>Appendix B</b>	<b>Code of Ethical Standards</b>

# **Certified Peer Recovery Mentor (CPRM)**

## **Application Process**

# Certified Peer Recovery Mentor (CPRM)

## Application & Review

The process of certification requires the submission of the enclosed forms and supporting documentation. Make copies of all documentation. Please submit, *in its entirety*, the forms and supporting documentation as your application (***Please complete all certification documentation before submitting to MCBAP. Incomplete applications cannot be processed.***)

Once the requirements have been met and all forms and documentation are completed, submit full application to:

**Michigan Certification Board for Addiction Professionals  
616 S. Creyts Rd, Suite A  
Lansing, MI 48917**

If you have used any name within your application other than the name on the application form #1 please submit legal documentation of a name change along with the Certified Peer Recovery Mentor Application.

Your application will be processed within 4 to 6 weeks. You will be notified of any deficiencies by email and given a stated period of time to make the needed corrections. Applications which remain incomplete may be disposed of and your application fee forfeited, unless other arrangements are made. Materials submitted to MCBAP are considered property of the board and may be disposed of after 3 years. You should keep a copy of your entire application, including all related documentation.

If you have any questions, please contact the Michigan Certification Board for Addiction Professionals at (517) 347-0891 or send inquiry via [info@mcbap.com](mailto:info@mcbap.com).

# **Certified Peer Recovery Mentor (CPRM)**

## **Overview**

# Certified Peer Recovery Mentor (CPRM)

## Overview of Requirements

**Experience** - 500 hours full- or part-time experience providing alcohol or drug addiction peer recovery support services at a Michigan Department of Licensing and Regulatory Affairs (MiLARA) licensed substance abuse treatment or prevention program.

**Supervision** - 25 hours of direct supervision performing peer recovery mentor functions related to the IC&RC Peer Recovery Performance Domains.

**General Education** - All applicants must be able to provide verification of the completion of a High School or GED diploma, or higher degree from an accredited college or university.

**Specialized Education** – 46 contact hours minimum of education in Peer Recovery support within the areas defined by the IC&RC Peer Recovery Performance Domains. A listing of the Peer Recovery Performance Domains knowledge and skills is contained in Appendix A of the CPRM Application manual.

Summary:

- A minimum of 10 hours specific to Advocacy knowledge and skills.
  - A minimum of 10 hours specific to Mentoring and Education knowledge and skills.
  - A minimum of 10 hours specific to Recovery processes and Wellness planning.
  - A minimum of 16 hours must be specific to Ethical Responsibility knowledge and skills.
- Applicants must complete at least six (6) contact hours of MCBAP-approved clinical ethical behavior and decision-making study course(s) within the 16 hours.

**Testing** – IC&RC Peer Recovery (PR) examination, for CPRM (IC&RC Reciprocal credential).

**Code of Ethics** – Sign and adhere to the MCBAP Recovery Support Code of Ethical Standards.

**Residency** - Must live or work within the State of Michigan fifty-one percent (51%) of the time.

**Recovery Status** – This credential is designed for and intended for persons who have been successful in their own recovery, and are prepared to share their experience and knowledge with others at an earlier stage of recovery from alcohol and/or drug dependency, working as part of an organized clinical team. A statement of personal commitment to recovery is required.

**Application** - When all standards have been met, and paperwork assembled, submit your complete application to MCBAP for review. Documentation must be on the forms provided and in the format specified in the instruction to be applicable to this standard.

**Fee** - Submit \$65.00 **non-refundable** two-year certification fee (online application manual available, at [www.mcbap.com](http://www.mcbap.com)) Paper copies of the CPRM Application Manual are available for an additional fee.

**Renewal** – Twenty- (20) contact hours of MCBAP approved continuing education training (including 6 hours of ethics training) documentation will be required to renew the initial certification at the end of the two-year certification period. Re-commitment to the Code of Ethical Standards, a non-refundable renewal fee of \$65, and any applicable late fees will also be required for renewal.

# **Certified Peer Recovery Mentor (CPRM)**

## **Experience**



# Certified Peer Recovery Mentor (CPRM)

## Experience

### Description

To meet the experience standard the applicant must document 500 hours full- or part-time experience (500 hours is the equivalent of about 12.5 weeks of full-time work) working in the field of peer mentoring and recovery support. Experience should be at a Michigan licensed peer mentor/recovery support service provider program or other appropriately authorized provider. The experience must include work functions in the IC&RC Peer Recovery Performance Domains and may be paid or volunteer.

Experience at non-licensed treatment or prevention service provider programs will be considered on a case-by-case review. Applicants must contact MCBAP to request a special additional form and instructions. Such experiences will be reviewed and evaluated by MCBAP.

Participation, leadership, attendance or sponsorship work for voluntary self-help groups or programs such as Alcoholics Anonymous (AA), NA, ALANON, Double Trouble groups, SMART Recovery, Rational Recovery, etc., are NOT counted towards experience for this certification process.

### Process

Applicants must use the **Documentation of Experience form (Form #3)** in this manual. Submit a separate form for each service program where you have accumulated experience, to total the 500 required hours. Experience must have been completed within the past 10 years prior to the date of application.

### Statement of Personal Recovery

This credential is designed for persons who have been successful in their own recovery, and are prepared to share their experience and knowledge with others at an earlier stage of recovery from alcohol and/or drug dependency, as part of a professional clinical team. A statement of personal recovery status and commitment to recovery maintenance is required within the application.

# **Certified Peer Recovery Mentor (CPRM)**

## **Education**

# Certified Peer Recovery Mentor (CPRM)

## Education

### General Education:

All applicants must be able to provide verification of the completion of a High School or GED diploma, or higher degree from an accredited college or university. Official transcripts from college/university to very degree is required.

### Specialized Education:

Education is defined as formal classroom education (workshops, seminars, institutes, in-services, and college/university work) or home study courses (internet, correspondence, teleconference).

Education hours are documented clock hours actual educational work. Education must be specific to the knowledge and skills covered within the IC&RC Peer Recovery Performance Domains, and the additional education requirements described. All education must be MCBAP approved or from an accepted source, and source-documented. Applicants are responsible for securing and submitting formal documentation of attendance showing the number of contact hours, dates, sponsoring source, and content description.

### Minimum 46 contact hours addressing the Peer Recovery Performance Domains noted below is required:

- Minimum of 10 hours in recovery Advocacy.
- Minimum of 10 hours in peer Mentoring and Education.
- Minimum of 10 hours in Recovery and Wellness Support and Planning.
- Minimum of 16 hours in Ethical Responsibility
  - ☐ This will include at least six (6) contact hours of MCBAP-approved clinical professional ethics and ethical decision-making study.
- **Specific education in the following topics must be included within or in addition to the above hours:**
  - ☐ Confidentiality education, including special rules for substance use disorders treatment, mental illness, and HIV-AIDS
  - ☐ State of Michigan mandatory reporting laws
  - ☐ Recipient Rights education appropriate to the population(s) to be served
  - ☐ Communicable disease / HIV-AIDS education
  - ☐ Stages of change / stages of recovery; trauma-informed care principles
  - ☐ Managing professional boundaries; role clarification; self-care
  - ☐ Motivational interviewing; wellness planning; crisis assistance guidelines
  - ☐ Basics of substance use disorders and treatment, including medication-assisted treatment
  - ☐ Basics of mental illness and treatment co-occurrence of SUD/MI
  - ☐ Skill practice, interactive role playing exercise
- Listings of topics which apply to the four IC&RC Peer Recovery Performance Domains can be found in Appendix A, for the CPRM credential.

An applicant may use a passing score on the Michigan Addiction Fundamentals Exam (MAFE) for 3 hours credit in the Mentoring/Education domain and 3 hours credit in the Ethical and Professional Responsibility domain.

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

**MCBAP-Approved Recovery Coaching training packaged curriculum:**

Some packaged education series designed to provide training for new peer mentoring or recovery support professionals may be approved through MCBAP or other MCBAP accepted sources, and hours may be applied to the CPRM education requirements. Contact MCBAP for details on how the hours from packaged training programs are distributed.

**College and University Courses**

Courses specific to the IC&RC Peer Recovery Performance Domains offered by a regionally accredited institution of higher education and accepted by the institution toward a recognized degree (e.g. A.A., B.A., M.A., M.S.W., etc.), or approved by a college or university for Continuing Education Units (CEUs) will be accepted toward completion of this standard. Credit is **not allowed** for any audited, ungraded college courses. An official transcript must be submitted from the college or university as documentation.

The number of contact hours from a college or university course which carries academic credits is figured by a multiple of 10 – for “quarter-year” or tri-mester courses (courses up to 9 weeks), or by a multiple of 15 for full semester schedule courses (10+ week courses.)

**In-Service Education**

Contact hours may be earned for participating in at-work, in-service education at state-licensed service provider programs. Home study and teleconferences can be applied to this standard if they are part of a state-licensed program’s in-service education. **Form #5E** should be used to document in-service education if certificates were not distributed.

**State of Michigan Departments**

Education sponsored by State of Michigan departments which is relevant to the IC&RC Peer Recovery Performance Domains can be applied to this standard.

**Home Study/Online/Distance Learning Courses** - Distance learning education includes coursework completed in a non-classroom education setting, without direct instructor and classroom interaction. Information can be presented through self-study or distant learning medias (internet, correspondence, recorded webinars). Distance learning courses may be used for both initial certification and renewal; but courses must be pre-approved by MCBAP, or approved by another body recognized by MCBAP.

**Regional Entities/PIHPS**

Education sponsored by a State of Michigan designated Regional Entity managing public funds administered for substance use disorder services, which is relevant to the IC&RC Peer Recovery Performance Domains can be applied to the education standards.

**Professional Associations & Other IC&RC Boards**

Education, relevant to the IC&RC Peer Recovery Performance Domains, approved by accepted state or national professional associations or other IC&RC member Boards may be applied to the education standards.

These associations include: National Association of Social Workers (NASW), Michigan Association of Community Mental Health Board (MACMHB), Community Mental Health Association of Michigan, Employee Assistance Programs Association (EAPA), Michigan Counseling Association (MCA), Michigan Psychological Association (MPA), National Association of Alcohol and Drug Abuse Professionals (NAADAC), Michigan Associations of Alcohol and Drug Abuse Professionals (MAADAC), Michigan Association of Professional Psychologists (MAPP), the former Michigan Association of Substance Abuse Coordinating Agencies (MASACA) and International Credentialing and Reciprocity Consortium (IC&RC) and its member boards in other jurisdictions.

### **Other Sources**

Addiction Technology Transfer Centers (ATTC), Center for Substance Abuse Prevention (CSAP), Center for Substance Abuse Treatment (CSAT), Substance Abuse and Mental Health Service Administration (SAMHSA), Network for the Improvement of Addiction Treatment (NIATx).

### **MLARA Licensed Training Provider**

Education approved by MCBAP, relevant to alcohol/drug addiction peer recovery support and sponsored by a Michigan licensed training provider may be applied to this standard.

Any education other than from these sources must be MCBAP-approved. If approval status is uncertain or unknown, please check with MCBAP. MCBAP is not responsible for incorrect information on education approval which may be published or otherwise claimed by education and training sources.

## **Documentation**

After each educational offering is completed, complete the information required on the **Documentation of Education forms (Forms #5A-5F)**. Send copies of education certificates. Keep all original certificates of completion to document attendance and the number of contact hours.

Use the **Education Cover Sheet (Form #5)** when submitting education. The cover sheet will assist MCBAP staff in applying the education to the applicable areas. If applicability is not clear from the title, a description of the study content will also assist the staff in reviewing your application.

Applicants are responsible for submitting documentation of attendance, the topic, the date(s), and amount of time for all education events on the Documentation of Education form. If a certificate of attendance was not provided which includes all this information, submit the education/training on the **Education Form for Undocumented Events (Form #5F)**.

If college course credit hours are being used for education credit, an official transcript from the college must be provided as part of your application.

# **Certified Peer Recovery Mentor (CPRM)**

## **Supervision**

# Certified Peer Recovery Mentor (CPRM)

## Supervision

### Description

To meet the Supervision / Supervised Practical Training requirement applicants must have supervised experience at a licensed or otherwise approved treatment or prevention service program which provides peer mentoring / recovery support services for clients. The supervised work experience must address the IC&RC Peer Recovery Performance Domains with a minimum of 5 hours in each Domain.

**25 hours of direct supervision** performing alcohol/drug addiction or co-occurring illness oriented functions related to the IC&RC Peer Recovery Performance Domains (with a minimum of 5 hours supervision in each domain) is required.

### IC&RC Prevention Performance Domains

Listed below are the IC&RC Peer Recovery Performance Domains which must be included to complete the requirements of this standard. A listing of sample topics or functions in these Performance Domains can be found in **Appendix A**. It is not required that you have supervised practical training in every job task listed under each Domain.

- Advocacy
- Peer Mentoring and Education
- Recovery and Wellness Support and Planning
- Ethical Responsibility – including application of Code of Ethical Standards, and Professional Responsibilities

### Process

Submit the Supervised Practical Training form (**Form #4**) to verify completion of supervision hours.

# **Certified Peer Recovery Mentor (CPRM)**

## **Testing**



# Certified Peer Recovery Mentor (CPRM)

## Testing

This standard requires that all CPRM applicants successfully complete the testing and review requirements:

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to MCBAP no fewer than 120 days prior to the scheduled test date. With the written request, the candidate must provide official documentation of the disability or religious issue. Candidates should contact MCBAP on what constitutes official documentation.

### Exam dates and locations:

Computer Based Testing allows candidates to test on request. All IC&RC exams are scheduled through a registration process with MCBAP. Testing dates and hours vary at each location. Many sites are open on weekends. There are no walk-ins. Preliminary test results are available upon completion of the exam.

Applicants are required to pass the International Certification and Reciprocity Consortium/Peer Recovery (IC&RC/PR) examination as part of their CPRM requirement. There are no prerequisites to take the exam. A passing score is based upon the total score. If you fail the exam, you must wait 90 days to retake the entire exam.

To register for the exam, complete the IC&RC Registration Application. Visit our website [www.mcbap.com](http://www.mcbap.com) or call (517) 347-0891 to obtain an application. Send the completed application and **\$100.00 non-refundable exam fee** (check, money order, or online payment) to MCBAP. **The application and fee must be received at least eight weeks prior to the targeted exam date.** Registration may be limited.

Once pre-registered, the testing company will contact you via email to set up a test date and time. You may cancel or reschedule your examination five (5) or more calendar days prior to your scheduled examination date by logging on to the testing company website. You will be required to pay a \$25 fee to the testing company before you are able to cancel or reschedule. If you miss the window given to set up your test date and time, you will have to pre-register again with the MCBAP office and pay \$25 to receive a new window of dates.

Links for study materials can be found on [mcbap.com](http://mcbap.com) or [internationalcredentialing.org](http://internationalcredentialing.org).

# **Certified Peer Recovery Mentor (CPRM)**

## **Ethics**

# **Certified Peer Recovery Mentor (CPRM)**

## **Residency Requirements**

All applicants must have a legal residence in Michigan or place of work for peer recovery mentor support services within Michigan at the time of application for the CPRM credential.

## **Code Of Ethics**

### **Description**

Applicants must read, sign and adhere to the MCBAP Code of Ethical Standards (See Appendix B). Penalty for violation of the Ethical Standards may result in suspension, limitations, sanctions or revocation of the CPRM credential. A Code of Ethical Standards for Peer Recovery Mentors has been adopted by MCBAP, based on the similar code of ethics for counselors.

### **Process**

Read the MCBAP Code of Ethical Standards (Appendix B). Applicant must then sign the **Code of Ethics Agreement (Form #7)** and submit it as part of their application. Applicants should retain a copy of the Code of Ethical Standards for their files and periodic review.

February 2015