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# MAINTAINING YOUR CERTIFICATION

## CERTIFIED RECOVERY SUPPORT SPECIALIST

Certified Recovery Support Specialists will follow the guidelines set forth in the Illinois Model for Mental Health Certified Recovery Support Specialists (CRSS). They are required to pay an annual certification fee. They will submit continuing education units (CEUs) every two years upon expiration of their certification.

CRSS professionals will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their annual certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs will accompany the notification of expiration and must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS will not be accepted by fax.**

### **A. Continuing Education Policy**

1. Forty (40) continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUs obtained prior to the CRSS Professional's initial date of certification are not eligible for maintaining certification. A CRSS professional may receive CEU credit only once for a training event, even if it is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times.) One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs and one college quarter hour of credit is equivalent to 10 CEUs.
2. All 40 CEUs required to maintain certification **must** be recognized or petitioned for IAODAPCA CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by ICB for both categories.

**Category I** - Minimum 15 CEUs of education specific to knowledge and skills related to mental health recovery and the role of peer support in the recovery process

Examples of Category I education are: Advocacy, Professional Responsibility, Mentoring and Recovery Support

**Category II** - Minimum 25 CEUs of education specific to knowledge and skills related to the core functions of CRSS professionals, but do not have to be specific to mental health recovery and peer support. This education covers support services skills, competencies, and knowledge base.

Examples of Category II education may include evidence-based practices, leadership skills, communication skills, trauma-informed care, alternative therapies, conflict resolution, confidentiality, legal systems, crisis intervention, health and safety, roles/boundaries, relapse prevention, cultural competency and intervention.

### **B. Sources of Continuing Education Units**

1. Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the program number assigned by ICB, the number of CEUs, and the category.
2. Structured individual continuing education, such as ICB Bibliocredit Reading Program and other self-study programs, is available to CRSS Professionals with a maximum of 15 CEUs every two (2) years.
3. CRSS professionals may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of a Mental Health Board of Directors or as a member of a Mental Health Board of Directors' committee.
4. Teaching and training other mental health, rehabilitation or MISA professionals in CRSS knowledge areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education and public education lectures are not eligible. Presentations for which the CRSS professional has previously received credit are also not eligible. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.
5. Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the mental health, rehabilitation, or alcohol and other drug abuse (AODA) field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to mental health recovery or CRSS and address one of the recovery support domains. The work can be counted only once, even though presented in more than one format or location. Petitions must be submitted for CEUs.

**C. Agency In-service Education and Training Programs**

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not awarded CEU recognition by ICB may be petitioned for CEUs.

**D. Validation of Continuing Education**

CRSS Professionals must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion from ICB recognized or petitioned trainings.
- Transcripts or other official grade reports for college or university courses.
- Documentation on "Official" agency letterhead documenting participation on a Mental Health Board or related committee.
- Training Brochure with your name if you're applying for CEUs for a training you conducted
- Documentation on "Official" agency/university letterhead of a teaching experience.
- Copy of research and/or publication you're submitting for CEU's

**E. Procedures to Petition for CEUs**

Not all educational experiences available to CRSS professionals will have been awarded CEUs by ICB, requiring them to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the Mental Health specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee (\$10.00)

Requests will be reviewed within 30 days and CRSS professionals will be notified of the results. If recognized, they will be informed of the number of CEUs awarded.

**F. Extension of Continuing Education Requirements**

CRSS Professionals unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$5.00 per month for up to six months from the CRSS professional's expiration date. CRSS professionals not meeting the CEU requirement after the six-month extension shall not be permitted to place their certification on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

**NOTE:** CRSS professionals should remember that this process leaves only 18 months to obtain CEU credit for the current recertification period.

**For detailed information refer to The Illinois Model for Mental Health Certified Recovery Support Specialist (CRSS).**



ILLINOIS CERTIFICATION BOARD, INC.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address \_\_\_\_\_ You may photocopy this form.

Name \_\_\_\_\_  
First MI Last

Certification Number \_\_\_\_\_

Address \_\_\_\_\_

Certification Level \_\_\_\_\_

City State Zip Code

Board Registration Number \_\_\_\_\_

Birth Date \_\_\_\_\_

Board Registration Level \_\_\_\_\_

CEU Category Requested (mark all categories needed)

AODA Counselor \_\_\_ I \_\_\_ II \_\_\_ I or II

Prevention \_\_\_ I \_\_\_ II \_\_\_ I or II

CARS \_\_\_ I \_\_\_ II \_\_\_ I or II

MISA \_\_\_ I \_\_\_ II \_\_\_ III

PCGC \_\_\_ I \_\_\_ II \_\_\_ I or II

CCJP \_\_\_ I \_\_\_ II \_\_\_ I or II

CAAP \_\_\_ I \_\_\_ II \_\_\_ I or II

BRI \_\_\_ I \_\_\_ II \_\_\_ I or II

CRSS \_\_\_ I \_\_\_ II \_\_\_ I or II

(for AIS Approval)

MAATP \_\_\_ I \_\_\_ II \_\_\_ I or II

Name of Training Program \_\_\_\_\_

Number of CEUs Requested \_\_\_\_\_

Date of Training Program \_\_\_\_\_

Brief Summary of Training Program Content and Goals:

Rationale: Why should this training program be recognized by IAODAPCA?

Attach documentation of program description, schedule, (may attach brochure)

Attach documentation of attendance (certificate, letter of verification, roster or sign in sheet) if applying for CEUs after attending the training program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

One training program per petition. Petitions must be submitted at least 90 days prior to your certification expiration date, or with a completed recertification packet. Petitions received at least 90 days before the expiration date will be reviewed within 30 days of receipt and, you will be sent a letter regarding the results of the review.

Petition Fee \$10.00 - please send payment, with petition, in the form of a check, money order, or credit card. Make checks payable to ICB, Inc., Inc. Mail petition and payment to: ILLINOIS CERTIFICATION BOARD, Inc. 401 East Sangamon Avenue Springfield, IL 62702

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(VISA or Mastercard only)

Expiration Date \_\_\_\_\_

(Please include the three-digit number listed near the signature line on the back of the credit card) \_\_\_\_\_

Name on Card \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Billing Address: City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_