

## TABLE OF CONTENTS

Preface.....	1
Introduction .....	1
Mission.....	2
Certified Peer Recovery Specialist .....	2
Application Criteria.....	3
Minimum Requirements for Certification.....	3
Degree Requirement.....	4
Training / Education .....	4
Supervised Practical Experience .....	4
Supervised Work Experience.....	4
Application Process .....	5
Appeal Process.....	5
Accountability.....	5
Examination Process .....	5
Certification Maintenance and Recertification.....	6
Continuing Education Policy .....	6
Source of Continuing Education Units .....	7
Agency In-service Education and Training.....	8
Validation of Continuing Education .....	8
Procedures to Petition for CEUs .....	8
Extension of Continuing Education Requirements.....	8
Inactive Status .....	9
Termination of Certification.....	10
Reasons for Termination.....	10
Notification Procedure.....	10
Due Process Appeals.....	10
Fee Schedule .....	10
Performance Domains .....	11

## PREFACE

The intent of this document, The Illinois Model for Certified Peer Recovery Specialist (CPRS), is to establish a valid, reliable, and defensible methodology for the evaluation of CPRS competency. To assure Peer Recovery professionals meet an acceptable standard of competency, the credential itself defines, in terms of knowledge and skills, minimum acceptable standards of the CPRS profession.

The Illinois Certification Board (ICB) maintains competency based professional certification programs. The minimum CPRS competencies are the knowledge base and skill base which have been defined in the "Peer Recovery Credential, Role Delineation Study, and Final Report," for IC&RC, dated January 2013 and completed by the Schroeder Measurement Technologies, Inc. These minimum CPRS professional competencies (Domains), define the nature and scope of the unique function of peer support services, provided by the professional CPRS. The competencies are specific to the effective utilization of unique insights gained through one's personal experience in recovery from substance use disorder, mental illness or dual diagnosis of mental illness and substance use disorder, and provided to support other individuals with such conditions and/or family members/significant others.

**Competency Based:** This professional, voluntary certification system is competency based. This means that the minimum standards for CPRS are the knowledge and skill base identified for the profession. The competencies are specific to peer recovery including but not limited to substance use, mental illness, or co-occurring substance use and mental illness, and thus distinguishing this profession from other behavioral health/human services professions.

**Experience Based:** This certification system recognizes the following avenues through which minimum CPRS competencies may be acquired: paid work experience, volunteer work, and/or supervised practicum/internship experience that is part of a process approved by ICB.

## INTRODUCTION

CPRS professionals perform a unique function in the specialty of healthcare and human services, and can work in a variety of settings, using various approaches to provide supportive services with a wide range of consumer populations. In recognition of the need to assure quality care for consumers, the International Certification and Reciprocity Consortium (IC&RC) developed the CPRS Model (Model). This voluntary system evaluates professional competency for recovery support specialists, and grants certification only to persons who meet specified minimum professional standards. The Model identifies the functions, responsibilities, knowledge, and skill bases required by the professional CPRS in the performance of his/her job, regardless of the setting in which the work is performed or through which previous professional training and orientation has been received.

The Model recognizes CPRS professionals may have received education and/or training in a wide range of disciplines, therapeutic approaches and techniques and may have experience in a number of healthcare settings/fields. Therefore, the certification for the CPRS is specifically designed to measure CPRS professionals' competency, to define their role and function and identify a unique place for CPRS professionals among other health/human service providers. The certification is uniquely designed to accommodate and evaluate professionals who have been previously academically and/or experientially trained.

The Model is intended to be utilized by a wide range of individuals. It is designed for individuals whose primary professional identification is professional peer-provided services for persons in recovery. The Model is accountable to other professionals. The credentials are independent, private, freestanding and self-supporting. The profession determines, monitors and maintains its own standards.

## **MISSION**

To protect Illinois consumers of recovery support services through the provision of competency-based credentialing of Certified Peer Recovery Specialists (CPRS).

This Mission shall be achieved by:

- The establishment of standards, procedures and assessments for the voluntary and professional credentialing of individuals employed in the recovery support field.
- The assurance that professional recovery support services to persons in need be provided by competent, credentialed individuals.
- The provision of a respected and recognized credential of professional competency in recovery support services.
- The provision of a structure and protocol for maintaining and updating appropriate professional credentialing standards.

## **CERTIFIED PEER RECOVERY SPECIALIST (CPRS)**

As the field of authentic peer support and assistance continues to expand, we believe in a fundamental need for CPRS professionals to assist consumers, agencies and professionals in making proper decisions concerning the correlating of CPRS professional competencies with existing consumer needs.

The CPRS certification process recognizes a wide range of experience and training, and a full range of job functions, knowledge and skills for CPRS professionals. This Model incorporates all elements of a professional system and is based upon accepted and validated standards. The CPRS credentialing program includes:

- objective testing instruments
- a meaningful code of ethics
- a disciplinary review mechanism
- a continuing education requirement and
- a supervised work experience

The CPRS professionals are individuals trained to incorporate their unique personal experience in their own recovery with a distinct knowledge base and human service skills. This combination of experience and training allows the CPRS professional to facilitate recovery and build the resilience of persons in recovery. The knowledge and skill base may be acquired through a combination of specialized training, education and supervised work experiences. CPRS professionals help consumers to address their physical, intellectual, emotional, social and spiritual needs to facilitate and maintain wellness throughout the behavioral health recovery process. Persons served by a CPRS include persons with substance use disorders, mental illnesses, persons dually diagnosed with mental illness and substance use disorder, family members/significant others and/or staff of organizations seeking consultation on the behavioral health recovery model.

CPRS professionals assist consumers in becoming involved in their own recovery process so they might develop personalized action plans for their own mental, emotional, physical and social health. They provide experience, education and professional services to assist and support individuals in developing and/or maintaining recovery-oriented, wellness-focused lifestyles. In addition, CPRS professionals recognize problems beyond their training, skill or competence, and are carefully trained to refer to appropriate professional services.

## APPLICATION CRITERIA

Applicants for CPRS must meet all requirements outlined by the Model. These requirements include completion of the application, successful completion of approved training and education, successful completion of the examination with a passing score and payment of all appropriate fees. All applicants must also subscribe to the ICB, CPRS Professional Code of Ethics and to the jurisdiction of the ICB in enforcement of the Code.

The professional CPRS is recognized as the direct support professional, with formal recovery support services responsibilities available to individuals. The professional CPRS at this level is expected to have knowledge of the principles of recovery and peer support services. Following approved training, CPRS professionals at this level will be able to identify services and activities which promote recovery; articulate points of their own recovery story that are relevant to the obstacles faced by others; promote personal responsibility for recovery; and implement recovery practices in the broad arena of the behavioral health service delivery system.

The requirements for each level of ICB certification (CPRS) include:

- Training in the Certified Peer Recovery Specialist Performance Domains:
  - **Advocacy**
  - **Mentoring and Education**
  - **Recovery/Wellness Support and**
  - **Ethical Responsibility**
- Successful mastery of the core functions and knowledge base required for CPRS certification, demonstrated by a passing score on the CPRS examination
- Ongoing continuing education
- Training/education specific to the certification level
- Supervision in CPRS functions
- Supervisory evaluations
- Payment of appropriate fees

## MINIMUM REQUIREMENTS FOR CERTIFICATION

The following chart details the minimum requirements for board certification based on work experience, supervised practical experience, and training/education:

Board Certification Level	Degree	Hours of Training/ Education	Supervised Practical Experience	Work Experience	Required Examination
CPRS	High School Or GED	100 clock hours, total <u>40 hours*</u> CPRS Specific  <u>16 hours</u> Professional Ethics and Responsibility  <u>44 hours</u> Core Functions (Must include 5 hours specific to family and 5 hours specific to youth)	100 clock hours of supervision received in the CPRS Domains	2000 hours (One Year)	Successful score on the IC&RC Peer Recovery Examination

**\*Minimum of 10 hours in each of the domains and minimum of 16 hours in Ethical Responsibility**

### **Degree Requirement**

- Must be documented to meet the criteria for certification.
- The applicant for CPRS must have a High School Diploma, GED, or higher degree.

### **Training / Education**

- The applicant for CPRS must document a minimum of 100 clock hours of education.
- Performance Domains are Advocacy, Mentoring and Education, Recovery/Wellness Support and Ethical Responsibility.
- Core Functions are knowledge and skills necessary for providing peer support services. For the hours required for the training and education requirement, these hours can be specific to CPRS but do not have to be.
- Sources of education include college courses, seminars, conferences, in-service, lectures.
- One college semester hour equals 15 clock hours.
- One college quarter hour equals 10 clock hours.
- One college trimester hour equals 12 clock hours.

### **Supervised Practical Experience**

- In order to meet the experience requirements for the CPRS, the applicant must submit a completed Supervisor Evaluation Form from a work and/or volunteer experience, which was maintained for at least one year.
- The supervision must be documented. The supervisor does not need to be ICB certified.
- Supervision is broadly defined as in the SAMHSA Technical Assistance Publication Number 21 (TAP 21). TAP 21 defines supervision/clinical supervision as the administrative, clinical and evaluative process of monitoring, assessing and enhancing counselor performance.
- The applicant must submit verified documentation of supervision covering the CPRS four Performance Domains.
- Supervision includes the hours the individual spends being observed, either directly or indirectly (audio/video tapes, chart review, etc.) performing these services, time spent discussing topics related to the CPRS role and responsibilities in staff meetings, or time spent with a designated supervisor discussing the CPRS professional's work performance.
- Realizing that supervision may take place in a variety of settings and have many faces, ICB has determined not to place limiting criteria on either the areas of supervision, or qualifications of a supervisor.

### **Supervised Work Experience**

Work experience is defined as paid, supervised employment or volunteer work in a position where an applicant spends at least 51% of his or her time providing recovery support services. A supervised/internship experience that is part of a process approved by ICB may also be utilized. Applicants minimally must have primary responsibility for providing recovery support services to an individual and/or group, preparing recovery plans, documenting client's progress and be clinically supervised by an individual who is knowledgeable in the CPRS Performance Domains.

A non-resident of Illinois pursuing a credential as a CPRS is eligible for ICB Certification, if at least 51% of the applicant's work experience in the last 90 days prior to application was performed in the State of Illinois.

## APPLICATION PROCESS

The application process is a series of steps leading to ICB certification. Payment of fees is required only as the individual completes each step. It is the applicant's responsibility to assure that all materials are present and completed as accurately as possible. Missing, incomplete or inadequate information will result in delays in the review process. To prevent delays in the review process, applicants must ensure that the supervisor's form(s) have been forwarded in a timely manner.

Staff of ICB will screen the application for completeness. If documentation or verification is not present, the review will be delayed. The applicant will be notified of receipt of the application and the reason for any delays will be identified. **Applications not completed within one year of initiation will be destroyed.**

## APPEAL PROCESS

When applicants are denied certification, question the results of the application review, question examination results, or are subject to an action by ICB that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, applicants (complainants) still think an action taken is unjustified, they may appeal. Complainants may appeal the decision within 30 days of receipt of the notice of denial, or any other action deemed unjustified, by sending a certified letter to the Executive Director of ICB.

If applicants wish to appeal their examination scores, they must submit a written request to ICB within 30 days of the postmark of the exam score report. Applicants will be required to pay a fee to re-score the examination. They should be aware that examination security and item banking procedures do not permit them to have access to examination questions, answer keys, or other secure materials.

## ACCOUNTABILITY

This system is accountable to other professionals. The credentials are independent, private, freestanding, and self-supporting. The profession determines and maintains its own standards.

## EXAMINATION PROCESS

The CPRS examination is computer based and scheduled by appointment only. Testing candidates will need to have a current email account in order to set the exam appointment. Walk-in examinations are not allowed.

Once the application has been processed and approved, the applicant will receive an examination letter and test code sheet. To be scheduled for the examination, the applicant must return a completed test code sheet with payment of the non-refundable examination fee.

The exam dates are not set dates. The applicant will set their exam date and choose their exam location, this will be done once the test code sheet and exam fee have been received. Appointments are only available on weekdays. Once a date and time is confirmed, the applicant will receive an admission letter via email. This admission letter is the applicant's ticket into the exam session. All details including directions to the exam site are included in the admission letter.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to ICB no fewer than sixty days prior to the scheduled examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, ICB will offer appropriate modifications.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the Certified Peer Recovery Specialist does in practice. The knowledge and skill bases for the questions in the exam are derived from the actual practice of the CPRS in the domains. Multiple sources were utilized in the development of questions for the examination. The examination is comprised of 75 multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Applicants are allowed two (2) hours to complete the examination.

Unofficial examination results are distributed upon immediate completion of the exam. ICB will mail official exam scores to the individual within 30 days of the exam date. Applicants failing the examination will be given opportunities to retest providing the application is in good standing.

Applicants must notify ICB of their intent to be seated for that examination by completing a test code sheet and paying the appropriate examination fee.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score. In such a case the applicant will be required to submit a new application.

A comprehensive candidates guide is available. The Candidates Guide is a tool to review the basic information required for the knowledge base as well as to experience what it is like to take a lengthy, multiple-choice examination.

## CERTIFICATION MAINTENANCE AND RECERTIFICATION

ICB believes that CPRS professionals must be committed to ongoing personal and professional growth. This commitment results from CPRS professionals' recognition of the necessity to offer the consumer the best and widest range of currently accepted recovery support services. The ever-changing research findings, particularly in the areas of addiction recovery, rehabilitation, mental health recovery and wellness management require ongoing attention and study.

CPRS professionals are responsible for maintaining their own certification, and they are responsible for completing the necessary work in regard to certification maintenance. Unless it is renewed, their certification shall expire annually on their certification anniversary date. CPRS professionals will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. To maintain certification, they will submit their annual certification fee and documentation of a total of 30 continuing education units (CEUs) every two years to ICB by their expiration date. Forms for the documentation of CEUs will accompany the notification and must be completed, signed, and submitted with proof of attendance. Documentation of continuing education should not be submitted, and will not be accepted or maintained by ICB until notification of expiration is received by the CPRS professional. **CEUs will not be accepted by fax. (Renewals are not prorated - late renewal will not incur a new anniversary date.)**

### **Continuing Education Policy**

The purpose of continuing education is to promote ongoing professional development. It benefits the consumer, the CPRS professional and the CPRS profession. Through the pursuit of continuing education, the CPRS professional will build upon his/her previously demonstrated competencies and demonstrate his/her professional development.

Thirty (30) continuing education units (CEUs) are required to maintain board certification, and must be earned within the two-year certification period. An average of 15 CEUs should be obtained each year. **A minimum of six hours of Ethics continuing education is due every two years.** CEUs are not transferable to any other certification period. CEUs earned prior to initial certification are not eligible to be used for maintaining certification. The CPRS professional may receive CEU credit only once for a training event, even if repeated during different certification periods. A CEU is equivalent to one clock hour. Non-program hours, such as breaks, social hours, registration time, and meal times, are excluded. 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.

All 30 CEU's required to maintain certification must be recognized by ICB or petitioned for ICB approval. Continuing education is broken down into two categories. Some continuing education may be recognized by the ICB for both categories.

- **Category I** - Minimum 20 CEUs of education specific to knowledge and skills related to recovery and the role of peer support in the recovery process (**Of the 20 hours, six must be in CPRS Ethics**)
- Examples of Category I education are: Advocacy, Mentoring and Education, Recovery/Wellness Support and Ethical Responsibility
- **Category II** - Minimum 10 CEUs of education specific to knowledge and skills related to the Core Functions of CPRS professionals, but do not have to be specific to 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.

### **Sources of Continuing Education Units**

Recognized programs are training/education programs that 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 name of the participant, name of program, date of program, program number assigned by ICB, number of CEUs, and the category.

- Structured individual continuing education, such as ICB Bibliocredit Reading Program and other self-study programs, may be available to CPRS professionals for a maximum of 15 CEUs every two (2) years.
- The CPRS professional may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of a Behavioral Health Board of Directors, or as a member of a Behavioral Health Board of Directors' committee.
- Teaching and/or Training professionals in CPRS knowledge areas qualifies for up to 15 CEUs every two years. The number of CEUs awarded will equal the number of hours spent in actual training time. Patient education lectures and public education lectures are not eligible. Presentations, for which the CPRS professional has previously received credit, are also not eligible.
- Research papers, accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the Alcohol or Other Drug Abuse, Rehabilitation, or Mental Health field qualify for up to 15 CEUs every two years. The topic of the publication must pertain to recovery and address one of the CPRS Domains. The

publication can be counted only once, even if it is published or presented in more than one format or location.

## **Agency In-service Education and Training Programs**

Of the 30 CEUs required biennially, 15 CEUs may be agency in-service training programs. In-services not previously awarded CEU recognition by the ICB may be petitioned for CEUs.

### **Validation of Continuing Education**

CPRS professionals must document that 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 Behavioral Health Board or related committee.
- Training Brochure with your name if you’re applying for CEU’s 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 CEUs.

### **Procedures to Petition for CEUs**

Not all educational experiences available to CPRS professionals will have been awarded CEUs by ICB, and may require a petition for such education/training to receive CEU credit. Requests are to be submitted to ICB using 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 recovery-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 CPRS professionals will be notified of the results. If recognized, they will be informed of the number of CEUs awarded.

### **Extension of Continuing Education Requirements**

CPRS professionals unable to meet the continuing education requirements for certification maintenance may request an extension, in writing. The fee for application of extensions is \$5.00 per month, for up to six months from their expiration date. CPRS professionals who do not meet 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 accomplished through completion of the full certification requirement.

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

## **INACTIVE STATUS**

CPRS professionals in good standing unable to meet the continuing education requirements for certification maintenance due to health or extenuating personal reasons may place their certification on inactive status. The process for reactivation from inactive status will then be followed when they wish to activate their certification.

Inactive status allows CPRS professionals to prevent expiration of their certification, thus avoiding the full reapplication process. Inactive status will not be granted for noncompliance with the continuing education requirement of the certification. CPRS professionals not meeting the continuing education requirement at renewal, or after the granted extensions provided for under the Model, will be terminated.

Inactive status will be made available to CPRS professionals who are in good standing with ICB, who expect to be inactive for more than two years, and who are unable to meet the requirements for certification maintenance.

**CPRS professionals may petition for inactive status and petitions may be approved for persons who:**

- Intend to remain active in the CPRS profession and leaves the state;
- Leave the CPRS profession field to retire;
- Leave the CPRS profession for purposes of academic achievement;
- Leave the CPRS profession for extended military active duty;
- Leave the CPRS profession for health reasons;
- Leave the CPRS profession because of extenuating personal reasons; or
- Leave the CPRS profession and elects not to maintain their certification via the continuing education mechanism.

CPRS professionals requesting inactive status for health or extenuating personal reasons may do so after a petition to ICB has been approved. Such petitions may be sought after a health or extenuating personal circumstance has occurred, but in determining approval, ICB will decide if the circumstance warranted the late petition.

**Procedures**

The process for placing certification on inactive status includes:

- Requesting inactive status in writing to ICB, including documentation/petition for the status change.
- Receiving a letter from ICB acknowledging the retention of his/her certification number and his/her inactive status.
- Surrendering documentation of certification provided by ICB

During the period of inactive status, CPRS professionals will, for the purposes of professional use and designation, be deemed to be without the certification.

Process for reactivating certification from inactive status:

- CPRS professionals who are on inactive status and have surrendered their certification, but find that they are ready to reinstate their certification prior to the lapse of two years time, will

submit a written request and the required certification fee, reapplication fee and verification of the resumption of CPRS employment/volunteer work.

- CPRS professionals, who have been on inactive status for more than two years, will submit a written request for reinstatement to ICB, the required certification fee, application fee, examination fee and proof of renewed employment/volunteer activity in the CPRS profession. They will successfully complete the CPRS examination. They must submit a current job description, on agency letterhead, signed and dated by their current supervisor, and include the amount of time spent in direct service.

## **TERMINATION OF CERTIFICATION**

### **Reasons for Termination**

- Failure to apply for a fee extension beyond the expiration date for renewal of certification, without a request for extension
- Failure to comply with the conditions of an extension by the deadline
- Failure to document appropriate continuing education as required in the Model
- Failure to submit annual fees, and without a request for an extension or payment plan
- Ethical violation substantiated by ICB

### **Notification Procedure**

The ICB will give CPRS professionals a written notice at least 30 days prior to expiration of CPRS certification, pending documentation of renewal. At the time of renewal, if certification is not maintained, it will be considered terminated and CPRS professionals will be notified of termination by ICB. All requests for re-instatement must be in writing to the attention of the Executive Director, 401 East Sangamon Avenue, Springfield, IL, 62702. A written response will be sent to the member.

### **Due Process Appeals**

CPRS professionals who are not awarded certification and who disagree with the certification decision, may appeal following the Appeals Process.

## **FEE SCHEDULE**

CPRS Application Fee ( <b>During Granting of Equivalency Only</b> ).....	\$ 50.00
CPRS Application Fee 12/31/2017 .....	\$ 75.00
Examination .....	\$125.00
Annual Certification Fee .....	\$ 60.00
CEU Extension Fee (per month - maximum six months).....	\$ 5.00
CEU Petition Fee .....	\$ 10.00

***For special considerations or to develop a payment plan, contact ICB at (217) 698-8110.***

## PERFORMANCE DOMAINS

The **2013 Peer Recovery Job Analysis** identified **four** performance domains for the IC&RC Peer Recovery Exam:

- Advocacy
- Ethical Responsibility
- Mentoring and Education
- Recovery/Wellness Support

Within each performance domain are several identified tasks that provide the basis for questions in the examination. Following is the outline of the tasks that fall under each domain.

### **Domain 1: Advocacy**

- Relate to the individual as an advocate.
- Advocate within systems to promote person-centered recovery/wellness support services.
- Describe the individual's rights and responsibilities.
- Apply the principles of individual choice and self-determination.
- Explain importance of self-advocacy as a component of recovery/wellness.
- Recognize and use person-centered language.
- Practice effective communication skills.
- Differentiate between the types and levels of advocacy.
- Collaborate with individual to identify, link, and coordinate choices with resources.
- Advocate for multiple pathways to recovery/wellness.
- Recognize the importance of a holistic (e.g., mind, body, spirit, environment) approach to recovery/wellness.

### **Domain 2: Ethical Responsibility**

- Recognize risk indicators that may affect the individual's welfare and safety.
- Respond to personal risk indicators to assure welfare and safety.
- Communicate to support network personal issues that impact ability to perform job duties.
- Report suspicions of abuse or neglect to appropriate authority.
- Evaluate the individual's satisfaction with their progress toward recovery/wellness goals.

- Maintain documentation and collect data as required.
- Adhere to responsibilities and limits of the role.
- Apply fundamentals of cultural competency.
- Recognize and adhere to the rules of confidentiality.
- Recognize and maintain professional and personal boundaries.
- Recognize and address personal and institutional biases and behaviors.
- Maintain current, accurate knowledge of trends and issues related to wellness and recovery.
- Recognize various crisis and emergency situations.
- Use organizational/departmental chain of command to address or resolve issues.
- Practice non-judgmental behavior.

### **Domain 3: Mentoring and Education**

- Serve as a role model for an individual.
- Recognize the importance of self-care.
- Establish and maintain a peer relationship rather than a hierarchical relationship.
- Educate through shared experiences.
- Support the development of healthy behavior that is based on choice.
- Describe the skills needed to self-advocate.
- Assist the individual in identifying and establishing positive relationships.
- Establish a respectful, trusting relationship with the individual.
- Demonstrate consistency by supporting individuals during ordinary and extraordinary times.
- Support the development of effective communication skills.
- Support the development of conflict resolution skills.
- Support the development of problem-solving skills.
- Apply principles of empowerment.
- Provide resource linkage to community supports and professional services.

### **Domain 4: Recovery/Wellness Support**

- Assist the individual with setting goals.
- Recognize that there are multiple pathways to recovery/wellness.
- Contribute to the individual's recovery/wellness team(s).
- Assist the individual to identify and build on their strengths and resiliencies.
- Apply effective coaching techniques such as Motivational Interviewing.
- Recognize the stages of change.
- Recognize the stages of recovery/wellness.
- Recognize signs of distress.
- Develop tools for effective outreach and continued support.
- Assist the individual in identifying support systems.
- Practice a strengths-based approach to recovery/wellness.
- Assist the individual in identifying basic needs.
- Apply basic supportive group facilitation techniques.
- Recognize and understand the impact of trauma.

- Referrals and/or access needed resources.