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# MAINTAINING YOUR CERTIFICATION

## CERTIFIED PEER RECOVERY SPECIALIST

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

CPRS 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 certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs are available on the ICB's website, [www.iaodapca.org](http://www.iaodapca.org), under Credentialing/Credentialing Forms. The form must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs may be uploaded at time of payment.**

### A. Continuing Education Policy

1. 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.
2. All 30 CEUs required to maintain certification **must** be recognized or petitioned for ICB approval. Continuing education is broken down into two categories. Some continuing education may be recognized by 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.

### B. Sources of Continuing Education Units

1. 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.
2. 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.
3. 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.

4. 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.
5. Research papers, accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the Alcohol or Other Drug USE, 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.

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

Of the 30 CEUs required biennially, 15 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**

CPRS 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 Behavioral Health 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 CPRS 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 peer recovery specialist content and/or knowledge/skills
- 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.

**F. Extension of Continuing Education Requirements**

CPRS Professionals unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the CPRS professional’s expiration date. CPRS 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:** CPRS 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 Certified Peer Recovery Specialist (CPRS).**



ILLINOIS CERTIFICATION BOARD  
d/b/a IAODAPCA, Inc.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

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

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

Credential Number \_\_\_\_\_

Address \_\_\_\_\_

Credential Level \_\_\_\_\_

City State Zip Code

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

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

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

**CEU Category Requested:**

Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

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 ICB?

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. The petition fee is non-refundable. **Mail petition and payment to:**

ICB, Inc.  
401 East Sangamon Avenue  
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged \_\_\_\_\_

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

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

(Three digit code listed near the signature line on the back of the credit card) Security Code: \_\_\_\_\_

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

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

Billing Address \_\_\_\_\_

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