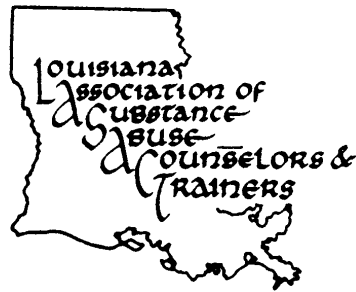


PRSS Application

Peer Recovery Support
Specialist

LASACT
CERTIFICATION EXAMINING BOARD



Rev. – September 2014

Rev. – April 2016

Rev. – January 2017

Rev. – August 2018

DIRECTONS/CHECKLIST

This form must be the first item in Application Packet

- ___ Completed and signed Application Form **Form 1**
- ___ Documentation of high school diploma/GED or official transcript required sent directly from college/university to the LASACT/CEB Office.
- ___ Copies of Certificates of attendance for trainings.
- ___ All required documentation to support employment, if applicable (i.e. letters from former employers verifying employment, current job description, signed and dated by applicant and supervisor). **Form 2**
- ___ Supervision form completed and signed by supervisor. **Form 3**
- ___ Release form. **Form 4**
- ___ Sign and date the Code of Ethical Conduct. **Form 5** Keep Code of Ethics pages for your files.
- ___ Fee of \$125 which may be paid as follows:
 - by check or money order (payable to LASACT CEB) mailed to address below with document
 - online with PayPal at www.lasact.org and mailing document to address below (\$5 convenience fee applies)
 - by sending credit card information and mailing documents to address below (\$5 convenience fee applies)

One-half of application fee (\$67.50) is refunded if application is cancelled prior to scheduling the exam. No refund is given if application is cancelled after exam is scheduled.

When the application is approved, applicant will be notified by the testing company on how to proceed with scheduling the exam. If there are any problems with the application, applicant will be notified by CEB.

Applicant should keep a photocopy of the entire application. Send completed application, copies of certificates of attendance, attachments, and fee to:

LASACT CEB
P.O. Box 80235
Baton Rouge, LA 70898-0235
Phone: 225.766.2992 Fax: 225.766.8552
Website: www.lasact.org
Email: ceb@lasact.org

ROLE OF PRSS

The role of the Peer Recovery Support Specialist (PRSS) reflects a collaborative and strengths-based approach, with the primary goal being to assist individuals in achieving sustained recovery from addiction and/or mental health issues. PRSSs will not be clinicians, they will instead serve in a supportive role within the community and/or within a treatment setting to enhance the current treatment array. PRSSs are trained in the domains of Advocacy, Mentoring/Education, Recovery/Wellness Support, and Ethical Responsibilities to better support individuals in achieving recovery and resiliency. Services provided by the PRSS become a permanent critical component of the continuum of care services that will substantially improve an individual's ability to sustain recovery/wellness.

The primary function of the PRSS is to help individuals gain access to needed resources in the community by assisting them in overcoming barriers and helping them bridge gaps between their needs and available resources. The PRSS will serve as recovery navigator/mentor by helping individuals connect with needed services, including addiction and mental health treatment services, and assisting them in acquiring resources that will facilitate their recovery (e.g., acquiring childcare services, stable housing, developing wellness plans and employment support). Each PRSS will serve individuals in the recovery process by supporting them in accessing community-based resources, implementing recovery/wellness plans, navigating state and local systems (including addiction and mental health treatment systems), and providing recovery support services. The PRSS will coach service recipients to help them develop a strong foundation in recovery (e.g. establishing support systems, self-care, independence/self-sufficiency, healthy coping skills and other skills) that support long-term recovery.

REQUIREMENTS FOR PRSS

Employment

- Five hundred (500) hours of volunteer or paid experience specific to the domains (500 hours of a 2000 hour full time work year is approximately three months full time work experience).
- Volunteer and part-time experience is acceptable if it is provided under direct supervision. Actual time spent in a supervised substance abuse or mental health internship or practicum may be applied toward the employment requirement.
- Supervised work experience must be in the four PRSS domains.

Supervision

- Twenty-five (25) hours of supervision specific to the domains, with a minimum of six (6) hours in each of the four (4) domains listed on page four, are required. Supervision must be provided by an organization's documented and qualified supervisory staff per job description.

Education

- High school diploma/GED or jurisdictionally certified high school equivalency.
- Forty-six (46) clock hours of education specific to domains, of which ten (10) are specific to Advocacy; ten (10) are specific to Mentoring/Education; ten (10) are specific to Recovery/Wellness Support; and sixteen (16) are specific to Ethical Responsibility. A nationally recognized Peer Support Specialist certification training will meet the majority of these qualifications and is required. If necessary, additional training may be provided.
- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and LASACT/CEB approved distance education. There is no limit to the number of distance learning/online education that can be submitted.
- Three (3) college credits are equivalent to forty-five (45) clock hours.
- Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.

Examination

- Pass the IC&RC Peer Recovery Support Specialist Examination

Other

- Signed and dated Release Form. (Form 4)
- Signed and dated Code of Ethical Conduct Form (Form 5).
- Current job description dated and signed by supervisor and applicant. Persons already working in a peer support role may submit that job description.
- Applicant must either live or work in Louisiana fifty percent (51%) of the time.

Domains

1. Advocacy
2. Mentoring/Education
3. Recovery/Wellness Support
4. Ethical Responsibility

Fees

Certification:	\$125 (Fee must accompany application and materials)
Test/Retest:	\$125
Exam Cancellation:	\$ 67.50 if cancelled 5 days prior to testing date or \$125 if cancelled within 5 days of exam
Recertification Fees	\$ 100

CERTIFICATION TIME PERIOD

A PRSS certificate is valid for two years after candidate's successful completion of the IC&RC examination. Recertification date will be assigned in accordance with date of passing of exam. Certificates will expire on either February 3 or August 3 two years later. The date of issue and expiration date will appear on the certificate, along with a certification number.

APPEAL PROCESS

The purpose of appeal is to determine if LASACT/CEB accurately, adequately and fairly reviewed applicant's file. A letter requesting an appeal must be made to LASACT/CEB in writing within 30 days of the notification of the board's action. A person shall be considered notified three days after the relevant date of mailing. The written appeal will be sent to the Executive Committee, which in turn will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

EXAMINATION INFORMATION

Type: This certificate requires successful completion of the Peer Recovery Support Specialist exam which is offered as a paper and pencil exam or as a computer based test. Candidates will be notified by LASACT/CEB, once application for certification is approved, on how to register for the exam. Written testing will be discontinued March 2017.

Content: The Job Task Analysis for this certification identified domains which make up the questions in the exam. Within each domain are several identified tasks that provide the basis for questions in the exam.

Candidate Guide: The domains, including the knowledge and skill areas of each domain, sample exam questions, and a list of references, are included in the free *Candidate Guide*. *Candidate Guides* will be sent to candidates prior to exam scheduling. Candidate Guides are also available from the LASACT/CEB website at www.lasact.org by clicking on the Certification tab.

Study Guides: At this time, LASACT/CEB does not offer a study guide for the Peer Recovery Support Specialist exam.

Dates: The paper and pencil exam is offered in March, June, September and December and will be phased out after March 2017. Computer based testing is given as needed. Candidates will receive information from CEB on registering for the exam once application for certification is approved.

Locations: The exam location(s) for written exams are yet to be decided. Computer based testing is done at a number of testing sites. You will be able to choose the site nearest you at the time of registering for testing.

Special Situations: Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing, to LASACT/CEB no fewer than 60 days prior to the scheduled exam date. With the written request, candidate must provide official documentation of the disability or religious issue. Contact LASACT/CEB on what constitutes official documentation. LASACT/CEB will make arrangements for appropriate modifications to its procedures when documentation supports this need.

Cancellation/Rescheduling Policy: The testing company charges a \$50 fee if test is cancelled 5 days prior to the testing date or \$150 if test is cancelled within 5 days of exam date. If needed, the testing company sends instructions on how to reschedule the exam.

Retest: Candidates will be sent retest instructions from the testing company. Applicant must then take the exam within one year to keep the application active.

RECERTIFICATION

To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, LASACT/CEB requires recertification every two years.

To be recertified as a PRSS, an individual must:

1. Hold a current and valid certificate issued by LASACT/CEB;
2. Acquire twenty (20) contact hours of LASACT/CEB approved education including, six (6) hours in ethics received within the two- year recertification cycle;
3. Verify that he/she has reviewed, read, and will uphold by practice the LASACT/CEB Code of Ethical Conduct for professional behavior;
4. Complete an application, and pay the \$100 recertification fee.

LAPSED CERTIFICATION

The completed recertification application should be received at LASACT/CEB prior to the expiration date. If the application is incomplete, applicant will be notified by phone or email.

There is a 90 day grace period after the expiration date to apply for recertification with a \$50 late fee. Hours cannot be accumulated in the 90 days. This period is only for processing late applications.

After the recertification date expires, the individual will no longer hold a PRSS, and no further use of the PRSS is permitted until the individual has recertified.

If the required continuing education hours (CEH's) were not completed within the two-year cycle, the individual has up to one year after the expiration date to obtain a pro-rated number of hours and pay a late fee of \$50 in addition to the \$100 recertification fee. The certification date goes back to the original expiration date.

CERTIFICATION EXAMINING BOARD OF LASACT, INC.

P.O. Box 80235 • Baton Rouge, LA 70898-0235 • Phone: 225.766.2992

Fax 225.766.8552 • e-mail: ceb@lasact.org • web site: www.lasact.org

Form 1

APPLICATION FOR PEER RECOVERY SUPPORT SPECIALIST (PRSS) CERTIFICATE

Name to Appear on Certificate: _____
Last First Middle

Mailing Address: _____
Street/Apt. #/P.O. Box

City State Zip

Office Address: _____ Job Title: _____
Agency Name

Number & Street City State Zip

Phones: (W) _____ (Cell) _____ Email _____

Enclosure:

*Application fee is \$125 (Once application is approved, testing fee is \$125).

Signature below denotes that applicant:

- is free of any ethical or malpractice violation; and accepts all of the principles of the LASACT/CEB Code of Ethics and disciplinary procedure;
- ***understands the PRSS is not a substitute or a replacement for a Right to Practice credential and is therefore not a license with which to practice substance abuse or mental health counseling.***

Name Printed: _____

Signature _____ Date _____

Payment Options: ****Convenience Fees only apply to Pay Pal and Credit Card Payments***

\$10 fee for charges \$200 and above...\$5 fee for charges under \$200

✓ Check/money order made payable to LASACT and sent with form through U.S. mail to:

LASACT – P.O. Box 80235 – Baton Rouge, LA 70898-0235

✓ Use *PayPal online at www.lasact.org and mail application form to above address

✓ Fill in *Credit Card information below and mail document to above address

Credit Card Type & #: _____

Name on card _____ Expiration Date: _____

Security Code _____ Billing ZIP Code _____

Signature _____ Date _____

Print Signature _____

PLEASE KEEP A COPY OF THE COMPLETE APPLICATION FOR YOUR PERSONAL RECORD

Form 2

PREVIOUS EMPLOYMENT, 500 HOURS REQUIRED

*Include letter (on company letterhead) from previous employer verifying your duties and dates employed.
Make copies of form as needed.*

Current Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Primary Responsibilities: _____

Previous Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Primary Responsibilities: _____

Previous Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Your Title: _____ Hours per Week: _____

Dates Employed: _____ Immediate Supervisor: _____

Primary Responsibilities: _____

Form 3 - SUPERVISION

To Supervisor: Please complete this form indicating applicant's on the job supervision. This form is not intended to document applicant's total number of hours worked but rather the hours of on the job supervision you have provided the applicant. Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person; it ensures quality of care and extends over time. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

Applicant's Name: _____

I hereby attest that a minimum of 25 hours of supervision in the domains have been attained by the above-named applicant. At least 6 hours in each of the domains were received as outlined below.

PRSS DOMAINS	# OF HOURS RECEIVED IN EACH (minimum of 6 hours)
1. Advocacy	_____
2. Mentoring/Education	_____
3. Recovery /Wellness Support	_____
4. Ethical Responsibility	_____
TOTOL MUST BE AT LEAST 25 HOURS	_____

Supervisor's Signature

Date

Form 4

Release (*must be signed below by Applicant and two witnesses*)

I hereby request that the LASACT Certification Examination Board grant the certificate to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with the CEB Code of Ethical Conduct;

I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. 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 will nullify this application and will result in denial or revocation of certification;

I consent to the release of information contained in my application file and any other pertinent data submitted or collected by CEB to officers, members, and staff of the aforementioned Board;

I consent to authorize CEB to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;

Allegations of ethical misconduct reported to CEB before, during, or after application for certification is made will be investigated by CEB and could result in the nullification of the application or denial or revocation of certification.

Signature: _____ Date: _____

Please print your name below as it should appear on your certificate.

Name

Witnesses of your signature must sign and date below

Signature

Date

Signature

Date

Print names of witnesses

CODE OF ETHICAL CONDUCT

UNLAWFUL CONDUCT

- Rule 1.1** Once certified, a PRSS shall not be cited, arrested, or convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming a PRSS as determined by LASACT/CEB.
- Rule 1.2** A PRSS shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

- Rule 2.1** A PRSS shall, under no circumstances, engage in sexual activities or sexual contact with an active client, whether such contact is consensual or forced.
- Rule 2.2** A PRSS shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.
- Rule 2.3** A PRSS shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client, within two years of being an active client. The burden of proof will always be on the PRSS to show there was no longer an imbalance of power.
- Rule 2.4** A PRSS shall not provide services to individuals with whom they have had a prior sexual relationship.

FRAUD-RELATED

CONDUCT Rule 3.1 A PRSS shall not:

1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent
4. present proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
5. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes, but is not limited to, the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.

- Rule 3.3** An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4** A PRSS shall not provide service under a false name or a name other than the name under which his or her certification is held.
- Rule 3.5** A PRSS shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6** A PRSS shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7** A PRSS who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the PRSS should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

EXPLOITATION OF CLIENTS

- Rule 4.1** A PRSS shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2** A PRSS shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3** A PRSS shall not enter into a relationship with a client which involves financial gain to the PRSS or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4** A PRSS shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5** A PRSS shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6** A PRSS shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7** A PRSS shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the PRSS is employed.

PROFESSIONAL STANDARDS

- Rule 5.1** A PRSS shall not in any way participate in discrimination on the basis of race, color, sex, sexual/gender orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2** A PRSS who fails to seek assistance under professional care for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other type of physical or mental health related adversity that interferes with his/her professional functioning shall be in violation of this rule. Where any such conditions exist and impede his/her ability to function competently, a PRSS must request inactive status of their PRSS certificate for medical reasons for as long as necessary, not forsaking timely recertification. Such assistance for impairment may be obtained from

a variety of professional mechanisms to maintain wellness, including therapy, support systems/groups, psychiatric nurses, medication management, etc.

- Rule 5.3** A PRSS shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4** A PRSS shall not engage in conduct that does not meet the generally accepted standards of practice.
- Rule 5.5** A PRSS shall not perform services outside of his/her area of training, expertise, competence, or scope of practice.
- Rule 5.6** A PRSS shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7** The PRSS shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.
- Rule 5.8** The PRSS shall not discontinue professional services to a client nor abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9** A PRSS shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond his/her area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

- Rule 6.1** A PRSS shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.
- Rule 6.2** All PRSS's are mandated child abuse reporters.

RECORD KEEPING

- Rule 7.1** A PRSS shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

- Rule 8.1** A PRSS shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

- Rule 9.1** A PRSS holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the LSACT/CEB of such disciplinary action.

COOPERATION WITH THE BOARD

- Rule 10.1** A PRSS shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary

proceeding or other legal action from being filed, prosecuted, or completed.

Interference attempts may include, but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. the refusal to accept and/or respond to a letter of complaint, allowing a certificate to lapse while an ethics complaint is pending, or attempting to resign a certification while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified PRSS's certification until the ethical complaint is resolved.

Rule 10.2 A PRSS shall:

1. not make a false statement to the LASACT/CEB or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleagues could take corrective action;
3. report violations of professional conduct of other PRSS's to the appropriate licensing/disciplinary authority when he/she knows or should have known that another PRSS has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 A PRSS shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 A PRSS with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the LASACT/CEB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the LASACT/CEB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 A PRSS shall not file a complaint or provide information to the LASACT/CEB, which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to LASACT/CEB, a PRSS shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

Form 5

LASACT/CEB CODE OF ETHICAL CONDUCT

This is to verify that I have received and read the PRSS Code of Ethical Conduct

_____ Date Read

I have I do not have a prior felony conviction.
(Check one of the above)

If you have a prior felony conviction and would like to request a felony waiver, please explain on a separate sheet.

I have kept a copy of this code for future review and reference.

Signature

Date

Print Name

Falsifying this form will void the application or certificate issued.