



ACBHC Peer Support Certification Program Application for PSA

PEER SUPPORT ASSOCIATE REQUIREMENTS

A Peer Support Associate (PSA) is someone with lived experience with recovery from a mental health condition or substance use disorder. A PSA can also be a family member caring for a person experiencing mental health or substance abuse issues. A PSA works under supervision within an organization to deliver behavioral health-oriented services to individuals with similar lived experiences. The PSA assists, supports, and promotes another peer's personal recovery by sharing their own experiences.

Self-Attest Lived Experience and Recovery:

Applicant must self-attest to lived experience with recovery from a mental health or substance use disorder; or as a family member with lived experience caring for someone with such a condition.

Work Experience:

Since this is an entry level certification, there is no work experience required.

Training Requirements:

The non-degree track applicant is required to take at least 50 hours of courses as listed:

Introduction to Peer Support (37.5+ hours from a "DBH Approved" trainer)
Ethics within last two years (3 hours)
Confidentiality within last two years (3 hours)
Infectious Diseases & HIV/AIDS (6 hours)

Degree-track applicants are required to hold an Associate, Bachelor, or higher degree from an accredited educational facility in Social Services, Social Work, Addiction, Human Services, Psychology, Psychiatric Nursing, or another related field. Applicants must take at least 50 hours of courses as listed:

Introduction to Peer Support (37.5 + contact hours from "DBH Approved" trainer)
Ethics within last two years (3 hours)
Confidentiality within two years (3 hours)
Infectious Diseases, HIV/AIDS (6 hours)

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APPLICATION PROCEDURES

Please complete all documents as directed. Failure to do so may delay certification approval.

1. Complete pages 4-11 and ask someone else to complete page 12, the Personal Recommendation. **Please do not print completed applications on both sides of a page.**
2. If you plan to submit a Degree Track application, please contact your university and ask them to e-mail Official Transcripts to the ACBHC Peer Support Program at peer.support@akcertification.org or mail Official Transcripts to ACBHC, P.O. Box 220109, Anchorage, AK 99522-0109.
3. Write your name at the top of the Training Log; make copies of your certificates; list your courses by Date Completed, Course Title, and Hours received; total Hours at the bottom; and verify your training with a signature and date. Please submit your training log and certificates along with your completed application to the ACBHC Peer Support Program.
4. Read the Code of Ethics; then Sign the statement that you have read and will adhere to the Code of Ethics for Alaska Peer Support Professionals.
5. Enclose a current résumé and a legible, copy of your Driver's License or Picture ID.
6. Ask a friend or co-worker to complete the Personal Recommendation form. Please ask them to mail the completed recommendation form directly to the ACBHC Peer Support Program, P.O. Box 220109, Anchorage, AK 99522.
7. Submit all ORIGINAL documents according to the Application Checklist.
8. The initial certification fee is \$180.00 and recertification, \$165.00. Certifications must be renewed every two years. **All fees are non-refundable.**

Recertification

Applicants must complete 3 hours each of Ethics and Confidentiality within two years of their recertification date and 9 additional hours of courses for a Total of 15 hours. Keep copies of training certificates in an accessible file just in case you are audited. To pay for recertification, visit ACBHC's website, <https://akcertification.org>. Attest that you will adhere to the ACBHC Peer Support Code of Ethics and pay for recertification. The cost will be \$165.00 + \$5.00 Process Fee. Or mail a check, money order, or cashier's check for \$165.00 to ACBHC, P.O. Box 220109, Anchorage, AK 99522-0109.

Mail this completed application to:

**ACBHC/Peer Support Program
PO Box 220109
Anchorage, AK 99522-0109**

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PEER SUPPORT ASSOCIATE APPLICATION CHECKLIST

The applicant must fill out their own forms and submit original forms of the following:

- _____ General Information Form
- _____ Applicant's Attestation of Lived Experience and Recovery
- _____ Training Log
- _____ Background Disclosure Sheet
- _____ Code of Ethics - Signed and Dated
- _____ Authorization for Data Collection

Please make copies and submit the following documents:

- _____ Completed Training Certificates
- _____ Clear, legible, copy of current Driver's License or Picture ID
- _____ Current Résumé

Please ask someone to complete, sign, and mail the following document to ACBHC:

- _____ One Personal Reference Form

Payment for Certification:

- _____ Payment of \$180.00 for initial certification (this may be paid online or by mail)

Payment must be submitted with the application (send a check, money order, or cashier's check to ACBHC) or processed on-line at <https://akcertification.org>. Once payment has been received, the application will be processed.

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APPLICATION FOR CERTIFICATION GENERAL INFORMATION

(Please Print)

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Home Phone: _____ Cell Phone: _____

Personal Email: _____ Business Email: _____

Employer: _____

Employer Address: _____

Date/State of past peer support certification: _____

I (print name) _____ have provided accurate and truthful information on the enclosed application for certification and acknowledgement that omission of the requested information and/or providing false information will result in denial of my certification or removal of my certification.

Signature: _____ Date: _____

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APPLICANT'S ATTESTATION TO LIVED EXPERIENCE AND RECOVERY

I verify lived experience with recovery from a mental health condition of substance use disorder.
OR that I am family member with lived experience caring for a person in recovery.

Applicant's Signature

Date

Applicant's Name Printed: _____

Please describe the experience of your recovery process and the skills you use to maintain it.

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PEER SUPPORT ASSOCIATE TRAINING LOG

Applicant Name: _____

Non-Degree and Degreed Applicants: Take at least 50 hours of courses to include the required trainings listed below. Please list courses by Date Completed, Course Title, and Hours. Total the Hours at the bottom of this document. Verify training with your Signature and Date completed.

Category	Date	Course Title	Hours
Intro. To Peer Support (37.5 hrs. DBH approved trainer)			
Ethics within past 2 years (3 hours)			
Confidentiality within past 2 years (3 hours)			
Infectious Diseases & HIV/AIDS (6 hours)			
Other Training			

Total Hours: _____

I verify I have completed the training above: _____ Date: _____
Signature

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BACKGROUND DISCLOSURE FORM FOR APPLICATIONS

☐ (For initial certification) In my lifetime, I: _____
OR

☐ (For recertification) Since the issuance of my last certification on _____, I

1. Have had my professional certification or licensure revoked? ☐ Yes ☐ No
State: _____ Date: _____ Type: _____
2. Have been terminated or left from either a paid or volunteer position because of an ethics complaint? ☐ Yes ☐ No
3. Have been arrested or detained for anything other than misdemeanor traffic (not DUI or DWI related) charges? ☐ Yes ☐ No
4. Have been convicted of a misdemeanor or felony? ☐ Yes ☐ No
5. Have been convicted by any disciplinary board, city/state/federal/military/international court of law, of sexual assault, sexual abuse, sexual exploitation, physical abuse, or physical assault to any persons? ☐ Yes ☐ No
6. Have been found by an administrative office or court to have committed fraud related to Medicaid, Medicare, insurance entitlement (social security, temporary assistance, public assistance or other billing fraud)? ☐ Yes ☐ No
7. Have any civil or criminal charges pending? ☐ Yes ☐ No
8. Am currently incarcerated ** for any misdemeanor or felony? ☐ Yes ☐ No
9. Have a 1-year to 10-year or permanent barrier Crime? ☐ Yes ☐ No

* Answering “Yes” to any of the above questions does not automatically bar you from certification. **If you have answered “Yes” to any of the above items, please write a letter of explanation stating what happened in each case, what the outcome was in court, what you have done to correct the situation, and what you have done to ensure this will not happen again.** Explain (dates, case number(s), time, and places (s) of incarceration, special dispositions, and other related information) on separate attached sheet of paper.

** “Incarcerated” is defined as being in jail, halfway house, work release program or other form of court or corrections-imposed custody probation (to include misdemeanor, parole, furlough, SIS or deferred sentence).

*** If you have a Barrier Crime, please contact the DHSS Background Check Program via website (<http://dhss.alaska.gov/dhcs/Pages/cl/bgcheck/>) or in person to request a Variance for work. Once received, please e-mail it to peer.support@akcertification.org.

I, (print name) _____ have provided accurate and truthful information on this form and acknowledge that omission of the requested information, as well as providing false information will result in denial of my certification or removal of my certification at a later date as it becomes known.

Signature _____ Date _____

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CODE OF ETHICS FOR ALASKA PEER SUPPORT PROFESSIONALS

(This code is a compilation of elements from both the Code of Ethics from the Alaska Peer Support Consortium and the NAADAC National Certified Peer Recovery Support Specialist Code of Ethics adopted by Peer Support Advisory Board on 9/21/20)

A peer support provider is a person in recovery from a behavioral health issue, or the family member of a person in recovery from a behavioral health issues, who plays a vital role in supporting similar individuals in their recovery journey (e.g. person to person, family member to family member).

The peer-support worker is responsible for providing an array of support services and interventions designed to inspire hope, support personal responsibility, promote understanding, offer education, and promote self-advocacy and self-determination.

The purpose of this Code of Ethics is to outline the basic values and expectations of peer support practice. The code will serve as a guide for Peer Support Professionals (PSP) in Alaska by defining professional responsibility and ethical standards for the profession.

The primary responsibility of the peer support worker is to assist individuals in achieving their own needs, wants, and goals. PSPs are guided by the principle of self-determination for all and shall serve as advocates for the people they serve. Peer Support Professionals will maintain high standards of personal conduct and conduct themselves in a manner that fosters their own recovery journey.

Peer Support Professionals perform services within the boundaries of their expertise and shall be aware of the limits of their training and capabilities. Peer Support Professionals work in collaboration with other professionals to best meet the needs of the individual(s) served. The intention of a Peer Support Professional will be to preserve an objective and professional relationship. This Certification does not endorse, suggest, or intend that a Peer Support Professional will serve independently. The Peer Support Professional will only work under supervision.

Values

People have a right to be treated with respect and dignity and have their own human rights respected.

People have a right to privacy and confidentiality.

Self-directed recovery is possible for everyone.

Sharing our recovery experiences fosters mutual relationships, reduces isolation, inspires hope, and strengthens the ongoing recovery process.

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People have the capacity to live the full and meaningful lives they envision for themselves.

People have the right to make their own informed choices about treatment even if others think it is not in their best interest.

Peer support values the importance of community building, cultural supports, and natural supports (family, church, NA, AA, friends, etc.)

Relationship with Clients

As a Peer Support Professional (PSP):

1. I will clearly explain my role and responsibilities to those I serve.
2. I will inform peers of the cost of my services as established by the agency for which I am employed.
3. I will not intimidate, threaten, harass, use undue influence, physical force, or verbal abuse; neglect, ignore or make unwarranted promises of benefits to peers I support.
4. I will affirm diversity among other Peer-support workers and peers regardless of age, gender, sexual orientation, ethnic/racial background, religious or spiritual beliefs, marital status, political beliefs, mental or physical disability. I will relate to all peers with empathy and understanding regardless of diagnosis or personal history.
5. As a peer support worker, I will respect the privacy and confidentiality of peers I support except where my peer has given specific, written, informed, and limited consent. I will also inform the peer I support that I am a Mandatory Reporter. I am obligated to breach confidentiality in cases where there is reasonable cause to believe that there is known or suspected child abuse or neglect, neglect or abuse of a vulnerable adult, or an individual is a threat to themselves or others.
6. I will advocate for the peers I support with impartiality and objectivity. I will not impose my personal values on peers. I will respect my peers' individual human rights to self-determination when making their own informed decisions that they consider in their own best interest.
7. I will advocate for the person to achieve full integration/citizenship in society.
8. I will terminate the relationship with a person(s) served when services appear no longer of benefit and to respect the rights of the person served to terminate services at his/her request.
9. I will request a change in my role as a PSP with a person being served if the person served requests a change.

Conflicts of Interest

As a Peer Support Professional (PSP):

1. I will disclose any existing or pre-existing professional, social, or business relationships with person(s) served. I will determine, in consultation with my professional supervisor, whether existing or pre-existing relationships interfere with my ability to provide peer support services person(s) served.

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2. I will not engage in romantic relationships nor engage in sexual/intimate behaviors with the peers I am supporting or members of the immediate family of person(s) served.
3. I will not accept substantial gifts or loans from peers I support; nor will I give gifts or loans to the peer I am supporting.

NOTE: Given the diversity of peer support services and agencies or organizations, as a peer-support worker, I shall avoid any acceptance of gifts or loans or give gifts or loans to peers as deemed inappropriate or unacceptable by the agency or organization adhering to policies, procedures, or guidelines I work under.

4. I will not sponsor individuals with whom I have previously served or currently serve as a PSP.

Conduct

As a Peer Support Professional (PSP):

1. I will be available for a minimum of two (2) supervision sessions per month totaling at least 2 hours of documented supervision. I will utilize supervision to address challenging personal issues, behaviors, or conditions that may negatively affect my own recovery.
2. I will accurately identify my qualifications, expertise, and certifications to all whom I serve and to the public.
3. I will make public statements or comments that are true and reflect current and accurate information.
4. I will remain free from any substances that impair my ability and capacity to perform my duties as a PSP.
5. I will maintain required documentation in client records as required by my agency making certain that records are documented honestly and stored securely.
6. I will protect the privacy and confidentiality of persons served in adherence with Federal Confidentiality, HIPAA laws, local jurisdiction and state laws and regulations. This includes electronic privacy standards (Social Media, Texting, Video Conferencing etc.).
7. I will use client contact information only in accordance with agency policy.
8. I will not create my own private practice.
9. I understand that a significant violation of this Code of Ethics may result in the suspension or revocation of my certification.

I hereby attest that I have read, understand, and will adhere to the Code of Ethics for Alaska Peer Support Professionals, as described above.

Printed Name: _____

Signature: _____ Date: _____

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AUTHORIZATION FOR DATA COLLECTION

I hereby authorize the Alaska Commission for Behavioral Health Certification to collect and maintain my name, application forms and other relevant personal information in the Counselor Registry. I further understand that I have access to my own personal information and may request, correct, and/or secure a copy of any portion of my information file.

Print Name: _____

Signature: _____ Date: _____
(form is not complete without signature)

AUTHORIZATION FOR RELEASE TO STATE AND / OR NATIONAL REGISTERS

Name of Applicant: _____

Employer: _____

Address: _____

City, State Zip: _____

Business Telephone: _____ E-mail: _____

Certified Peer Support Professional Level/Dates: _____

Highest Academic Degree: _____

Mailing Address: _____

City, State Zip: _____

Home Telephone: _____ e-mail: _____

Signature: _____ Date: _____

Mail completed application to:

**ACBHC/Peer Support Program
P.O. Box 220109,
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PERSONAL RECOMMENDATION

Applicant's Name: _____

Applicant is applying to become a Peer Support Associate in Alaska.

Length of time you have known the Applicant: _____

I recommend the Applicant for certification as a Peer Support Associate ☐ Yes ☐ No.

Please provide any comments regarding your reference for this applicant here:

I understand that this form serves as a reference. I have attached _____ additional pages to address my knowledge of this applicant's competence and character. I hereby certify that the information provided is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Agency (if applicable): _____

Address: _____

Phone: __ (____) _____ City/State/Zip Code
Message Phone: __ (____) _____

The person who completes this form must mail it directly to:

ACBHC/Peer Support Program
PO Box 220109
Anchorage, AK 99522-0109

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