

Certification Guidelines: **Credential Standards and Requirements Table**

Certified Recovery Peer Specialist (CRPS)



*Define Yourself as a Professional
through Certification.*

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CRPS Standards & Requirements Tables

The purpose of this document is to provide detailed CRPS credential specific information, including CRPS standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process Credential Award
- Candidate Guide: Maintenance and Renewal Process

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s Code of Ethical and Professional Conduct and Disciplinary Procedures. All documents are posted online. Please contact the FCB if you have any questions.

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CERTIFIED RECOVERY PEER SPECIALIST (CRPS)

A Certified Recovery Peer Specialist (CRPS) helps to ensure client directed care by assisting people to build the skills and relationships needed to achieve and maintain recovery from substance use and/or mental health conditions. The CRPS achieves this goal by using their lived experience and professional preparation to mentor, monitor, and motivate the others to achieve recovery. All tasks must reflect the perspective of the person served, meaning the CRPS must apply their skills to meet the individual needs of the client from where he or she is in recovery. The CRPS requires a minimum of a high school diploma, GED or higher and demonstrated competency through training and experience in the performance domains of:

- Advocacy
- Mentoring
- Recovery Support
- Professional Responsibility

LIVED EXPERIENCE ENDORSEMENTS

One of the unique and critical characteristics of a successful peer-to-peer relationship is the active acknowledgement and use of shared lived experience to engage and encourage others in the recovery and resiliency process. The FCB indicates lived experience through the use of endorsements, which are added to the CRPS credential.

The FCB currently offers four categories of lived experience:

- CRPS-A: Lived experience as an adult who has been in recovery for a minimum of 2 years from a substance use or mental health condition.
- CRPS-F: Lived experience as a family member or caregiver to another individual who has or is in recovery from a substance use or mental health condition.
- CRPS-V: Lived experience as a veteran of the armed forces who has been in recovery for a minimum of 2 years from a substance use or mental health condition.
- CRPS-Y: An individual currently between the ages of 18 and 29 who experienced a significant life challenge(s) during the ages of 14 – 25 and is living a wellness and/or recovery oriented lifestyle for at least 2 years. Examples of significant life challenges include but are not limited to: Substance use or mental health condition; Involvement in any child serving human services agency or public system, such as the Department of Juvenile Justice or Department of Children and Families; and any hardship conditions that puts them at risk of a substance use disorder or mental health condition.

The FCB understands that many applicants will align with multiple categories of lived experience. As lived experience is documented by attestation, the FCB does not limit the number of endorsements that can be held. However, **at the time of application, you must choose a primary endorsement. Half of the work experience hours must be spent providing peer support to others with this same shared lived experience.**

ADDING ADDITIONAL ENDORSEMENTS

Applicants are strongly encouraged to apply for all endorsements they align with at the time of application. If, after the CRPS credential and endorsement(s) is issued and you want to add an additional endorsement, please contact the FCB for assistance.

CRPS STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<p><i>Please review the Candidate Guide: Application Process and the following CRPS standards and eligibility requirements for application.</i></p>	
<p>Lived Experience</p>	<p>Applicants must attest to the type of lived experience that makes them eligible to serve as a peer to others. This attestation determines the endorsement(s) applied to the CRPS credential. Applicants must select a <u>primary</u> endorsement and must complete at least 50% of the required work experience with others with a similar lived experience.</p> <ul style="list-style-type: none"> • CRPS-A: Lived experience as an adult who has been in recovery for a minimum of 2 years from a substance use or mental health condition. • CRPS-F: Lived experience as a family member or caregiver to another individual who has or is in recovery from a substance use or mental health condition. • CRPS-V: Lived experience as a veteran of the armed forces who has been in recovery for a minimum of 2 years from a substance use or mental health condition. • CRPS-Y: An individual currently between the ages of 18 and 29 who experienced a significant life challenge(s) during the ages of 14 – 25 and is living a wellness and/or recovery oriented lifestyle for at least 2 years. Examples of significant life challenges include but are not limited to: Substance use or mental health condition; Involvement in any child serving human services agency or public system, such as the Department of Juvenile Justice or Department of Children and Families; and any hardship conditions that puts them at risk of a substance use disorder or mental health condition.
<p>Formal Education</p>	<p>High School Diploma or General Equivalency Degree</p>
<p>Content Specific Training</p>	<p>40 total clock hours of training divided among the following content areas:</p> <ul style="list-style-type: none"> • Advocacy: 4 hours minimum • Mentoring: 10 hours minimum • Recovery Support: 6 hours minimum • Professional Responsibility: 8 hours minimum • Whole Health 8 – 16 hours* • Electives: 0 - 4 hours** <p>*Applicants must complete one of the following whole health training programs:</p> <ul style="list-style-type: none"> • WRAP (16 hours), OR • WHAM (8 hours), OR • Peer Whole Health and Resilience (between 8 to 16 hours, depending on provider), OR • A training program equivalent to WRAP, WHAM or Peer Whole Health and Resilience. Please ask FCB to review and approve the training before completing it for certification purposes. <p>**The number of electives required depends on the curriculum completed for the Whole Health domain. The content for elective training hours may relate to any of CRPS performance domains/training topics listed above.</p> <p>All training must have been within the last 5 years.</p>
<p>Related Work Experience</p>	<p>500 hours of supervised work and/or volunteer experience providing peer-to-peer recovery support services in any of the following domains:</p>

TOPIC	MINIMUM REQUIREMENT
	<ul style="list-style-type: none"> • Advocacy • Mentoring • Recovery Support <p>At least 250 hours of experience must be specific to providing peer support to others with similar lived experience.</p> <p>Experience must have been gained within the last 5 years.</p>
Recommendations	<p>1 Professional letter of recommendation for certification</p> <p>1 Supervisory letter of recommendation for certification</p> <p>1 Character/Personal letter of recommendation for certification</p>
<i>Please review the Candidate Guide: Examination and Credential Award and the following CRPS exam requirements.</i>	
Exam	Florida Certified Recovery Peer Specialist Exam
<i>Please review the Candidate Guide: Credential Maintenance and Renewal and the following CRPS requirements.</i>	
Continuing Education	10 hours per year. Training content must be related to at least one of the CRPS performance domains.
Renewal	Annual, on June 30th of each calendar year.

ELECTRONIC APPLICATION AND MANDATORY FORM REQUIREMENTS

All applicants MUST first establish an online account with the FCB. After establishing the online account, complete the Certified Recovery Peer Specialist (CRPS) electronic application. Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance. All other applicants, please see the link below for access to the portal.

<https://portalfcb.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=FCB>

All credential-specific requirements are documented on FCB forms. All forms are posted online at <http://flcertificationboard.org/certification/available-certifications/>.

Applicants must:

- Download and complete the [CRPS Training Verification Form](#). The completed form and supporting documentation is uploaded to the electronic application.
- Upload an electronic copy of his or her high school diploma, GED, unofficial college or university transcript, or diploma.
- Download and provide the following forms to the appropriate individual to complete and submit to the FCB: [CRPS Work or Volunteer Experience Verification Form](#) and the [Recommendation for Certification Form](#). See the **Hard Copy Application Documents and Submission Protocol** section of this document for additional details.

All applicants have a maximum of 12 months to earn the CRPS credential, starting from the date the application and the certification fee are received by the FCB. When your fee has been processed and your application has been successfully submitted, you will receive a system email and, shortly thereafter, you will receive a personal email of introduction from your assigned Certification Specialist. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

ELECTRONIC CRPS APPLICATION COMPONENTS & SUBMISSION PROTOCOL

Applicants have up to 30 calendar days to complete the electronic application. Applications not submitted within 30 days will be automatically deleted, including all data and attachments.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. If changes need to be made to the application and/or additional documents need to be attached, please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
Other Certification or Licensure	Enter the requested information for any non-CRPS certification or license you may hold. If you do not hold other credentials, select the “next” button.	No applicant-provided attachments are required. If you report another credential(s), please upload a copy of the credential.
Formal Education/Degree	Enter the requested information for the highest level degree you hold.	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Content Specific Training	You are not required to enter any fields of data; you only upload mandatory files.	Upload a completed CRPS Training Topics and Verification Forms and supporting documentation for each course/training event.
References	You are required to identify the three individuals who will submit recommendations for certification on your behalf. One professional, one supervisory and one character/personal references are required.	There is not an option to upload documents to this section of the application. You must download the Recommendation for Certification Form from the FCB website and provide them to your references for completion & submission to the FCB. Note: You cannot collect completed recommendations and submit them to the FCB yourself.
Current Employer	Enter the requested information for your current employer AND each additional employer you will	There are no applicant-provided attachments in this section.

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
	<p>contact to document the 500 hours work requirement.</p>	<p>You must download the CRPS Work or Volunteer Experience Verification Form and provide a copy to each employer for completion & submission to the FCB.</p> <p>Note: You cannot collect completed work verification forms and submit them to the FCB yourself.</p>
Assurance and Release	<p>Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.</p>	<p>There are no applicant-provided attachments in this section.</p>
Final Review and Application Submission	<p>Review all entered information. If any edits need to be made, make them at this time.</p> <p>Additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 30 days of starting the application, the system will delete the application, including all entered data and attachments.</p>	<p>There are no applicant-provided attachments in this section.</p> <p>When you submit your application, you will be taken to the fee payment screen. Your application is not submitted until payment is made. You will receive a system generated email with an invoice when your payment has been processed and your application is received.</p>
Fee Payment	<p>The \$100 certification fee is due at this time. The preferred method is to pay online by credit card.</p> <p>If you have been awarded a scholarship, STOP at this screen.</p>	<p>Credit card payments made online are secure and have no additional fees. Credit card payments made over the phone will incur a \$5 processing fee.</p> <p>Applicants awarded a scholarship will stop at the fee payment screen.</p>

HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

- CRPS Work or Volunteer Experience Verification Form
- Recommendation for Certification Form

Your assigned Certification Specialist will upload all hard copy documents to your electronic application. You will be able to track the status of each requirement from your online account.

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
Formal Education	On application, report degree(s). Upload an electronic copy of your HSD/GED or unofficial college or university transcript or degree.	N/A
Work Experience	On application, report employer(s) who will submit verification documentation. Provide each employer with a <u>CRPS Work or Volunteer Experience Verification Form</u> .	Each employer will document and submit related work experience on the <u>CRPS Work or Volunteer Experience Verification Form</u> . A position description that specifies all related duties must be included.
Content Specific Training	Complete the <u>CRPS Training Topics and Verification Form</u> and collect copies of supporting documentation. Upload the files to the electronic application.	N/A
Recommendation for Certification	On application, report individuals who will submit a <u>Recommendation for Certification Form</u> . Provide each individual with a <u>Recommendation for Certification Form</u> .	Each individual providing a recommendation completes and submits the <u>Recommendation for Certification Form</u> directly to the FCB.

All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitted supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax.

US Mail: FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

Email: Applicants are assigned a Certification Specialist when their application has been received at the FCB. In the absence of a specified person, FCB accepts email at admin_assist@flcertificationboard.org

FAX: 850-222-6247

Fee Payment: The preferred method of fee payment is online, using your secure certification account. You can make payments and receive immediate electronic invoices when using the online payment system. Credit card payments made over the phone and check/money order payments will incur a \$5 manual processing fee.

Individuals awarded a scholarship are not required to make any fee payments.

Fees are non-refundable and non-transferable. **DO NOT MAKE A FEE PAYMENT UNLESS YOU ARE SURE YOU ARE READY TO MOVE FORWARD.**

UPDATING THE APPLICATION/ADDING FILES

Once you submit your electronic application, you are “locked out” of it and cannot make any changes or upload additional documents. If this needs to happen, please work directly with your assigned Certification Specialist, who will update your application as necessary.

Individuals holding a valid CRPS credential who wish to add additional endorsements may complete a CRPS Endorsement Application. Please contact the FCB for details.

CERTIFICATION PROCESS CHECKLIST

By submitting the CRPS application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process and Credential Award
- Credential Specific Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

FCB System Registration and Application

- Online account created
- Online application submitted
 - Identify current or prior licenses/certifications
 - Identify highest level of education completed and degree granting institution.
 - Upload a copy of HSD/GED or unofficial college/university transcript to the online application. Upload the Training Verification Form and supporting documents to the online application.
 - Identify individuals who will submit [Recommendation for Certification Forms](#). Download and distribute the required form to each individual for completion & submission.
 - Identify employers who will submit [Work or Volunteer Experience Verification Forms](#). Download and distribute the required form to each individual for completion & submission.
- Fee payment made (unless on scholarship)

Exams

- Receive approval to register for the exam(s).
- Exam Fee Payment Made
- Register for the exam(s)
- Take the exam(s)

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Advocacy (4 hours)	<ul style="list-style-type: none"> • Stigma • Social injustice issues relating to factors such as race, culture, sexual orientation, class, disability • Protecting rights • Advocacy strategies to support peers • Influencing and negotiation • Empowerment strategies • Fostering self - advocacy skills among persons served • Concept of self - determination and how to support it
Mentoring (6 hours)	<ul style="list-style-type: none"> • Motivational Interviewing: (must have 4 hours) • Establishing and terminating the peer relationship • Effective methods to tell personal recovery story • Building supportive relationships • Role-modeling • Inspiring hope • Group process and facilitation • Educational methods • Interpersonal communication principles and methods • Use of person-first language • Wellness planning • Teaching practical living skills, personal care, etc. • Recognizing and fostering resilience
Recovery Support (6 hours)	<ul style="list-style-type: none"> • Principles of recovery • Processes of recovery and change • Recovery capital • Developing recovery goals and plans • Triggers for mental health symptoms and abuse of substances • Medication (side effects, management) • Trauma-informed services • Person-centered principles and practices • Resource linkage/making referrals • Collaboration methods • Use of self-help groups and other recovery support services • Use of natural support systems • Crisis situations and strategies for intervention

DOMAIN	TOPICS
Cultural and Linguistic Competence (2 hours)	<p>The US Department of Health and Human Services defines Cultural and Linguistic Competence as follows. Eligible training will reflect these concepts:</p> <ul style="list-style-type: none"> • <u>Linguistic Competence</u>: Providing readily available, culturally appropriate oral and written language services to limited English proficiency (LEP) members through such means as bilingual/bicultural staff, trained medical interpreters, and qualified translators. • <u>Cultural Competence</u>: A set of congruent behaviors, attitudes, and policies that come together in a system or agency or among professionals that enables effective interactions in a cross-cultural framework. • <u>Cultural and Linguistic Competence</u>: The ability of health care providers and health care organizations to understand and respond effectively to the cultural and linguistic needs brought by the patient to the health care encounter. • Cultural competence requires organizations and their personnel to Value diversity; assess themselves; manage the dynamics of difference; acquire and institutionalize cultural knowledge; and adapt to diversity and the cultural contexts of individuals and communities served.
Motivational Interviewing (4 hours)	<p>The federal Substance Abuse and Mental Health Services Administration (SAMHSA) defines motivational interviewing as follows. Eligible training will reflect these concepts:</p> <ul style="list-style-type: none"> • Motivational Interviewing is a clinical approach that helps people with mental health and substance use disorders and other chronic conditions such as diabetes, cardiovascular conditions, and asthma make positive behavioral changes to support better health. The approach upholds four principles— expressing empathy and avoiding arguing, developing discrepancy, rolling with resistance, and supporting self-efficacy (client’s belief s/he can successfully make a change).
Vicarious Trauma/Self-care (2 hours)	<p>The American Counseling Association defines Vicarious Trauma as follows. Eligible training will reflect these concepts:</p> <ul style="list-style-type: none"> • The term vicarious trauma, sometimes also called compassion fatigue, is the latest term that describes the phenomenon generally associated with the “cost of caring” for others. Other terms used for compassion fatigue are secondary traumatic stress and secondary victimization. It is believed that professionals who work with trauma survivors experience vicarious trauma because of the work they do. Developing an adequate self-care strategy is key to preventing or overcoming vicarious trauma.
Professional Responsibility (4 hours)	<ul style="list-style-type: none"> • Federal, state & other governing laws and regulations • Ethics, values and professional conduct/Codes of Conduct • Philosophy of peer support • Boundary issues • Confidentiality • Documentation • Using supervision/consultation
Whole Health (8-16 hours)	<p>Applicants must complete one of the following whole health training programs:</p> <ul style="list-style-type: none"> • WRAP (16 hours), OR • WHAM (8 hours), OR • Peer Whole Health and Resilience (between 8 to 16 hours, depending on provider), OR • A training program equivalent to WRAP, WHAM or Peer Whole Health and Resilience. Please ask FCB to review and approve the training before completing it for certification purposes.
Electives (0-4 hours)	<p>The number of electives required depends on the curriculum completed for the Whole Health domain. The content for elective training hours may relate to any of the above performance domains or to addiction, mental health, or veteran/family/youth peer services.</p>