Certified Recovery Peer Specialist
Training Verification Form

Instructions

What This Is For: Peer Specialists use their own life experiences to support people who are going through similar challenges. To become certified, you must show that you've done at least 40 hours of training. Here's what counts:

- The training must have happened within the last 10 years. Note: Training from college or university degree programs does not expire and can count toward the requirement.

- Training certificates or other eligible documentation must be provided for each claimed training.

Required Training Hours by Topic

You must complete the following minimum number of hours in each topic:

Topic	Required Hours
Advocacy	4 hours
Mentoring	6 hours
Recovery Support	6 hours
Cultural and Linguistic Competence	2 hours
Motivational Interviewing	4 hours
Trauma-Informed Care	4 hours
Vicarious Trauma/Self-Care	2 hours
Whole-Health (e.g., WRAP, WHAM, Peer Whole Health & Resilience)	8 hours
Professional Responsibilities	4 hours

Ways to Meet the Training Requirement

You can meet the 40-hour requirement in one of two ways:

- Option 1: Complete multiple training events that add up to at least 40 hours and cover all the required topics.

- Option 2: Complete a single training program of 40 or more hours that covers all required topics and provides one certificate of completion.

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For Applicants: What You Need to Do:

1. Download the Training Verification Form.

2. Fill out the entire form.

3. Assemble supporting documents for each training you list.

    o Documents must be electronic

    o Eligible documentation inclues minimum information

4. Submit two things to your online application:

    o The completed training documentation form.

    o Certificates or other proof for each training you list.

Required Documentation

For each training you include, you must provide documentation that shows:

1. Your name

2. The title of the training

3. The dates of the training occurred

4.

5. The number of hours

6. The trainer's name and qualifications

7. Acceptable documentation includes:

    o Certificates of completion

    o Transcripts

    o Reports from a learning management system (LMS)

    o Other official training records

Be sure that each document is clear, complete, and matches the information listed on your form.

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How to Use This Form

- The form is filled out by the applicant.

- Supporting documentation for each training listed on the form is assembled by the applicant.

- The applicant must then submit the completed form and supporting documentation by either (1) uploading the form and supporting documents to their online application OR, (2) by email to the applicant's assigned certification specialist.

Please type all information on the form. Handwritten forms may be returned and could delay the certification process.

Applicant Information

Applicant Name*	**Applicant Email Address**

*Enter your name and email exactly as it is associated with your FCB account.

Training and Attestation

I understand and have met or exceeded the 40-hour training requirement, including the required number of hours per topic the training requirement.

My training was taken within 10 years prior to my application for certification.

I understand that I am responsible for completing and uploading this form and supporting documentation to my online application.

I have provided information about my training on this form, and I assembled my supporting documentation in the same order as listed on this form.

I met the 40-hour requirement by completing:

- ❒ A single training program of 40 or more hours that covers all required topics and provides one certificate of completion.

- ❒ Multiple training events that add up to at least 40 hours and cover all the required topics.

By my signature, I attest that the information provided on this form, and the supporting documentation are true, and I consent to an interview to discuss the documentation if requested by FCB staff.

Signature *(The FCB accepts both manual and electronic signatures)*	**Date**

ONLY complete this table if you met the training requirement through a single training program of 40 or more hours that covers all required topics and provides one certificate of completion.

YOU DO NOT NEED TO COMPLETE ADDITIONAL TRAINING DOCUMENTATION TABLES.

Follow the example below when reporting training (in italics) – ONLY submit this page and your training certificate.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Comprehensive Peer Specialist Core Training	*02/1/2022*	*02/5/2022*	*40*	*Training Certificate*

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ONLY complete the following tables if you met the training requirement through multiple training events that add up to at least 40 hours and cover all the required topics. Supporting documentation must be assembled in the same order as listed in each table.

Advocacy

4 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Be Heard! Advocacy in Health and Human Services	*04/6/2023*	*4/6/2023*	*4*	*Training Certificate*

Mentoring

6 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Mentoring Techniques for Peer Support	*8/15/2022*	*8/15/2022*	*6*	*Training Certificate*

Recovery Support

6 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Redirecting and Reframing Skills for Peers	*11-12-2024*	*11-12-2024*	*6*	*Training Certificate*

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Cultural and Linguistic Competence

2 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Communicating respectfully across cultures & languages	*8/12/2023*	*8/12/2023*	*2*	*Conference CE Credit*

Motivational Interviewing

4 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Effective Interviewing and Information Gathering Tools	*7/7/2021*	*7/7/2021*	*4*	*Training Certificate*

Trauma Informed Care

4 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Big T and Little t Trauma – is there a difference?	*8/12/2023*	*8/12/2023*	*2*	*Conference CE Credit*

Vicarious Trauma/Self-Care

2 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Care for the Caregiver	*8/12/2023*	*8/12/2023*	*2*	*Conference CE Credit*

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Whole Health (e.g., WRAP, WHAM, Peer Whole Health and Resilience, etc.)

8 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
WRAP	*1/7/2021*	*1/17/2021*	*8*	*Training Certificate*

Professional Responsibilities

4 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.

Training Title	Start Date	End Date	Credit Hours	Documentation Type
Introduction to Federal and State Confidentiality Laws	*6/10/2022*	*6/10/2022*	*4*	*Training Certificate*