



# Certified Recovery Residence Administrator Training Verification Form

## DIRECTIONS

This form allows for documenting training hours as required for the CRRA credential. The applicant completes all required fields of data on the *Training Verification Form* and uploads the completed form and copies of supporting documentation to their online application prior to submitting. All information must be TYPED. Handwritten forms will be denied.

If submitting by hard copy, please attach copies of the supporting documentation to the completed *Training Verification Form* and send as instructed below. Supporting documentation must be attached in the same order listed on the form.

**Mail:** Florida Certification Board  
Attn: Certification Operations  
1715 South Gadsden Street  
Tallahassee FL 32301

**Email:** Certification Specialist's email or  
admin\_assist@flcertificationboard.org  
**Fax:** 850-222-6247  
**Subject Line:** Training Verification (applicant name)

## REQUIREMENT

<p><b>CRRA Content Specific Training Requirement</b></p>	<p>100 hours of content specific training, allocated as follows:</p> <ol style="list-style-type: none"> <li>1. Recovery Residence Operations and Administration: 20 hours</li> <li>2. Maintaining the Physical Residence: 20 hours</li> <li>3. Resident Screening and Admission: 10 hours</li> <li>4. Resident Recovery Support: 30 hours</li> <li>5. Legal, Professional and Ethical Responsibilities: 20 hours</li> </ol>
<p><b>Supporting Documentation</b></p>	<p>Training documentation must provide the following information: Applicant Name; Title of Course/Training/Educational Event; Event Sponsor/Provider; Delivery Date(s); and Number of Contact Hours.</p> <p>If training certificates do not include all required information, contact the training provider and request additional information on their official letterhead to submit as documentation. If using college coursework for training credit, you must provide a copy of your transcript as well as a copy of the course description.</p> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 10 years (no time limit on college coursework taken as part of a degree program). Eligible Training Providers are listed on FCB's website at <a href="http://www.flcertificationboard.org">www.flcertificationboard.org</a> under Education &amp; Training.</p>

## TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
<b>Recovery Residence Operations and Administration (20 hours)</b>	<ul style="list-style-type: none"> <li>• Federal and state fair housing laws</li> <li>• Local and state codes and regulations,</li> <li>• NARR Quality Standards for Recovery Residences</li> <li>• Criminal background screening procedures</li> <li>• Reimbursable services/payer types</li> <li>• Basic accounting or bookkeeping</li> <li>• Business skills</li> <li>• Writing policies and procedures</li> <li>• Risk management</li> <li>• General record keeping and documentation</li> <li>• Naloxone use</li> <li>• Ethical business practices</li> </ul>
<b>Maintaining the Physical Residence (20 hours)</b>	<ul style="list-style-type: none"> <li>• FARR facility certification requirements</li> <li>• Crisis prevention and intervention</li> <li>• Verbal de-escalation/Aggression Control (a subset of crisis prevention and intervention)</li> <li>• Suicide prevention</li> <li>• Fire and safety procedures/regulations</li> <li>• CPR/First Aid</li> <li>• Naloxone use (advanced training)</li> <li>• Disaster planning</li> <li>• Responding to emergency and disaster situations</li> <li>• Universal infection control</li> <li>• Food handling</li> <li>• Group process</li> <li>• Mentoring</li> <li>• Leadership</li> <li>• Recognizing and responding to safety risks</li> <li>• Customer service (for better responsiveness to neighbors)</li> <li>• Understanding and identifying licit and illicit drugs</li> <li>• Prescription medication policies and security techniques</li> <li>• Drug and alcohol testing policies and methods</li> </ul>
<b>Resident Screening and Admission (10 hours)</b>	<ul style="list-style-type: none"> <li>• Client Rights</li> <li>• Behavioral-health Screening Tools</li> <li>• Medication Management</li> <li>• Signs and symptoms of intoxication and withdrawal</li> <li>• Client rights/confidentiality laws and regulations</li> <li>• Interviewing Techniques</li> <li>• Health Indicators</li> <li>• Understanding levels of care and best “fit” for residents and peer community</li> </ul>
<b>Resident Recovery Support (30 hours)</b>	<ul style="list-style-type: none"> <li>• Understanding addiction</li> <li>• Co-occurring disorders</li> <li>• Building rapport</li> <li>• Group process and facilitation</li> <li>• Principles of recovery</li> </ul>

DOMAIN	TOPICS
	<ul style="list-style-type: none"> <li>• Recovery management</li> <li>• Recovery capital</li> <li>• Developing recovery goals and plans</li> <li>• Client-centered principles and practices</li> <li>• Wellness strategies</li> <li>• Lapse/relapse prevention</li> <li>• Motivational Enhancement/Motivational Interviewing</li> <li>• Resource linkage/making referrals</li> <li>• Collaboration methods</li> <li>• Practical living skills</li> <li>• Social development</li> <li>• Use of self-help groups and other recovery support services</li> <li>• Use of natural support systems</li> <li>• Oral communication skills/public speaking</li> <li>• Advocacy skills</li> <li>• Training for trainers</li> <li>• Medication-assisted treatments</li> </ul>
<b>Legal, Professional and Ethical Responsibilities (20 hours)</b>	<ul style="list-style-type: none"> <li>• Federal, State &amp; other governing laws and regulations</li> <li>• Ethics and professional conduct</li> <li>• Resident/client rights</li> <li>• Cultural competence: personal &amp; organizational</li> <li>• Boundary issues</li> <li>• Confidentiality</li> <li>• Documentation</li> <li>• Networking and public relations</li> <li>• Marketing/ethical marketing practices</li> <li>• Emotional and social intelligence</li> <li>• Using consultation</li> </ul>



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APPLICANT NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TRAINING TOPIC: RECOVERY RESIDENCE OPERATIONS & ADMINISTRATION (1 OF 5)

Training Requirement: Minimum 20 hours of training in topics directly related to Recovery Residence Operations & Administration

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	





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APPLICANT NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TRAINING TOPIC: RESIDENT SCREENING AND ADMISSION (3 OF 5)

Training Requirement: Minimum 10 hours of training in topics directly related to Resident Screening & Admission.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	



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APPLICANT NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

TRAINING TOPIC: RESIDENT RECOVERY SUPPORT (4 OF 5)

Training Requirement: Minimum 30 hours of training in topics directly related to Resident Recovery Support.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached	FCB Use Only
<i>Example: Stages of Recovery</i>	<i>Florida Peer Network</i>	<i>7/19/2017</i>	<i>4</i>	<i>Certificate of Completion</i>	

