Certified Recovery Residence Administrator
Training Verification Form

Instructions

What This Is For: Recovery Residence Administrators operate and administer recovery residences. To become certified, you must show that you've done at least 100 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
Recovery Residence Operations & Administration	20 hours
Maintaining the Physical Residence	20 hours
Resident Screening and Admission	10 hours
Resident Recovery Support	30 hours
Professional Responsibilities	20 hours

Ways to Meet the Training Requirement

You can meet the 100-hour requirement in one of two ways:

- Option 1: Complete multiple training events that add up to at least 100 hours and cover all the required topics.

- Option 2: Complete a single training program of 100 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 the training occurred

4. The number of hours

5. The trainer's name and qualifications

6. 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 100-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 100-hour requirement by completing:

- ❒ A single training program of 100 or more hours that covers all required topics and provides one certificate of completion.

- ❒ Multiple training events that add up to at least 100 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 100 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
Recovery Residence Administrator Core Training	*07/1/2024*	*07/21/2024*	*100*	*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 100 hours and cover all the required topics. Supporting documentation must be assembled in the same order as listed in each table.

Recovery Residence Operations and Administration				
20 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**
Quality Standards for Recovery Residences	*04/9/2022*	*4/9/2022*	*2*	*Training Certificate*

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<table>
<tr><td colspan="5" align="center">Maintaining the Physical Residence

20 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.</td></tr>
<tr><th>Training Title</th><th>Start Date</th><th>End Date</th><th>Credit Hours</th><th>Documentation Type</th></tr>
<tr><td><i>Crisis Intervention</i></td><td><i>11/12/2024</i></td><td><i>11/12/2024</i></td><td><i>3</i></td><td><i>Training Certificate</i></td></tr>
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<tr><td colspan="5" align="center">Resident Screening and Admission

10 hours
Follow the example below when reporting training (in italics) -- Assemble documentation in the same order as listed on this form.</td></tr>
<tr><th>Training Title</th><th>Start Date</th><th>End Date</th><th>Credit Hours</th><th>Documentation Type</th></tr>
<tr><td><i>Motivational Interviewing</i></td><td><i>8/12/2023</i></td><td><i>8/12/2023</i></td><td><i>2</i></td><td><i>Conference CE Credit</i></td></tr>
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Resident Recovery Support				
30 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**
Recovery Management	*7/7/2025*	*7/7/2025*	*3*	*Training Certificate*

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Professional Responsibilities				
20 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**
Boundary Issues	*8/12/2023*	*8/12/2023*	*1*	*Conference CE Credit*