

## APPLICATION SUBMISSION CHECKLIST

**This form must be the first item Application Packet**

Completed and signed Application Form  
Documentation of high school diploma/GED or official transcripts sent directly to DCAPC from the verifying college or university.  
Copies of Certificates of Attendance for trainings  
Documentation to support employment, if applicable (i.e. Letters for former employers verifying employment, current job description, signed and dated by applicant and supervisor).  
Completed and signed Supervision Form  
Notarized release form  
Signed and dated Code of Ethical Conduct  
Application fee of \$150.00 (during the grand parenting period only), should be made payable to DCAPC by certified check or money order (no personal checks will be accepted). Regular test fee is \$200.00.

**Fee is nonrefundable if application is denied or cancelled prior to the exam. No refund if application is denied or cancelled after exam.**

If there are any problems with the application, you will be notified by email. If an applicant fails to fulfill all certification requirements during the designated grandparenting period, the applicant may still pursue certification; however, passing the CPRS examination will be required.

When the application is approved, you will be notified about scheduling the exam. If there are any problems with the application, you will be notified by email or phone.

It is advisable to keep a photo copy of the entire completed application. Mail your completed application package, copies of certificates of attendance, attachments, and certified check or money order fee to:

**DCAPC**  
4105 First Street, S.E.  
Washington, D.C. 20032

**\*\*\*\* Please allow 4 to 6 weeks to process your application \*\*\*\***

## ROLE OF CPRS

The Certified Peer Recovery Specialist (CPRS) credential is designed for individuals with personal, lived experience in their own recovery as well as those whose life is and was impacted by the user's involvement in substance use disorder (family members, spouse, partner, friend or significant others). Peer services are an important component in recovery oriented systems of care. By offering insight into the recovery process based on their own experience or indirect experience, peers are able to provide a unique perspective to those with similar life issues.

The role of the CPRS reflects a collaborative and strengths-based approach, with the primary goal being to assist individuals in achieving sustained recovery from the effects of addiction and/or mental health issues. Peer Recovery Specialists are not licensed clinicians or licensed counselors; they serve in a supportive role within the community and/or treatment setting. They do not replace other professional services; they complement the existing array of support services. The peer is not a sponsor, case manager or a therapist but rather a role model, mentor, advocate and motivator. Services provided by the Peer Recovery Specialist are vital, important, and critical interventions of the continuum of care services that will substantially improve an individual's ability to sustain recovery and wellness.

CPRS provides individuals and family members in recovery with a support system to develop and learn healthy skills and gain access to needed community resources. CPRS serve people in the recovery process by supporting them in accessing community-based resources, implementing self-directed recovery/wellness plans and navigating state and local systems (including addiction and mental health treatment systems). They encourage individuals to develop a solid foundation in recovery (e.g. establishing support systems, self-care, independence/self-sufficiency, healthy coping skills) that support long-term wellness and recovery.

## REQUIREMENTS for CPRS-Grandparenting

- **Education is defined as any formal, structured instruction in the form of workshops, seminars, institutes, in-service trainings, college/university credit courses and DCAPC approved distance education.**
  - High School Diploma/GED/ College or above.
  - 46 clock hours of education specific to domains, of which:
    - Ten (10) are specific to Advocacy;
    - Ten (10) are specific to Mentoring/Education;
    - Ten (10) are specific to Recovery/Wellness Support
    - Sixteen (16) are specific to Ethical Responsibility.
    - A nationally recognized Peer Support Specialist certification training will meet the majority of these qualifications and is required. If necessary, additional training may be provided.
  - There is no limit to the number of distance learning/online education that can be submitted.
  - Three college credits are equivalent to 45 clock hours
  - Education or training as define above provided to others by applicant may also be used providing it is verified in writing by sponsoring school or agency.
- **Employment and Experience**
  - 500 hours of volunteer or paid experience specific to the domains.
  - 500 hours of a 2000-hour full time work year is approximately three months' full time work experience.

- Volunteer and part-time experience is acceptable if it is provided under direct supervision. Actual time spent in a supervised substance abuse or mental health internship or practicum may be applied toward the employment requirement.
- Supervised work experience must be in the four PRSS domains
  - Volunteer and part-time experience is acceptable if it is provided under direct supervision by a supervisor.
  - Actual time spent in a supervised substance abuse or mental health internship or practicum may be applied toward the employment requirement
  - Supervised work experience must be in the four PRSS domains.
- **Supervision**
  - 25 hours of supervision specific to the domains, with a minimum of six hours in each of the four domains listed below are required. Supervision must be provided by an organization's documented and qualified supervisory staff per job description.
- **Examination**
  - Successful completion and mastery of IC&RC Recovery Specialist Examination

## GENERAL INFORMATION

- **Fees**
  - Application: \$150.00 **(grand parenting period only)**
  - Test/Re-Test: \$200.00
  - Exam Cancellation **cancellation and rescheduling is all done by the candidate.**
  - \*\*\* Fees must accompany application and materials. All fees are non refundable. \*\*\*
- **Certification Period**
  - CPRS Certification Period is valid for two years. Recertification dates will be assigned in accordance with the date of approval during the grandfathering period or passing of the exam. Certification expiration date and number will appear on certificate.
- **Recertification**
  - To maintain the high standards of this professional practice and to assure continuing awareness of new knowledge in the field, DCAPC requires recertification every two years.
  - To be recertified as a CPRS, an individual must:
    - Hold a current and valid certificate issued by DCAPC;
    - Acquire 20 contact hours of DCAPC approved education including, six hours in ethics received within the two years' recertification cycle;
    - Verify that he/she has reviewed, read, and will uphold by practice the DCAPC Code of Ethical Conduct for professional behavior;
    - Complete an application, and pay the recertification fee.
- **Lapsed Certification**
  - The completed recertification application should be received at DCAPC 60 days prior to the expiration date. If the application is incomplete, applicant will be notified by phone or email.
  - There is a 90-day grace period after the expiration date to apply for recertification. After which there is a late fee in addition to the to the recertification fee.
  - After the recertification date expires, the individual will no longer hold a CPRS, and no further use of the CPRS is permitted until the individual has recertified.
  - If the required continuing education hours (CEU's) were not completed within the two-year cycle, the individual has up to one year after the expiration date to obtain a pro-rated number of hours and pay a late fee in addition to the recertification fee. The certification date goes back to the original expiration date.

## DCAPC CODE OF ETHICS Unlawful Conduct Violations

### UNLAWFUL CONDUCT

- Rule 1.1 Once certified, a CPRS shall not be cited, arrested, or convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming to a CPRS as determined by DCAPC.
- Rule 1.2 A CPRS shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

### SEXUAL MISCONDUCT

- Rule 2.1 A CPRS shall, under no circumstances, engage in sexual activities or sexual contact with an active client, whether such contact is consensual or forced.
- Rule 2.2 A CPRS shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.
- Rule 2.3 A CPRS shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client, within two years of being an active client. The burden of proof will always be on the PRSS to show there was no longer an imbalance of power.
- Rule 2.4 A CPRS shall not provide services to individuals with whom they have had a prior sexual relationship.

### FRAUD-RELATED CONDUCT

- Rule 3.1 A CPRS shall not:
- Present or cause to be presented a false or fraudulent claim proof in support of such claim, to be paid under any contract or certificate of insurance;
  - Prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of claim for payment under a policy of insurance
  - Present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent
  - Present proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
  - Seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior

- Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes, but is not limited to, the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.
- Rule 3.3 An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.
- Rule 3.4 A CPRS shall not provide service under a false name or a name other than the name under which his or her certification is held
- Rule 3.5 A CPRS shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.
- Rule 3.6 A CPRS shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.
- Rule 3.7 A CPRS who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e.co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photo copied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the CPRS should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

## EXPLOITATION OF CLIENTS

- Rule 4.1 A CPRS shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.
- Rule 4.2 A CPRS shall not misappropriate property from clients and/or family members of clients.
- Rule 4.3 A CPRS shall not enter into a relationship with a client which involves financial gain to the CPRS or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.
- Rule 4.4 A CPRS shall not promote to a client for their personal gain any treatment, procedure, product, or service.
- Rule 4.5 A CPRS shall not ask for nor accept gifts or favors from clients and/or family members of client.
- Rule 4.6 A CPS shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.
- Rule 4.7 A CPRS shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the CPRS is employed.

## PROFESSIONAL STANDARDS

- Rule 5.1 A CPRS shall not in any way participate in discrimination on the basis of race, color, sex, sexual/gender orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.
- Rule 5.2 A CPRS who fails to seek assistance under professional care for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other type of physical or mental health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede his/her ability to function competently, a CPRS must request inactive status of their CPRS certificate for medical reasons for as long as necessary, not forsaking timely recertification. Such assistance for impairment may be obtained from a variety of professional mechanisms to maintain wellness, including therapy, support systems/groups, psychiatric nurses, medication management, etc.
- Rule 5.3 A CPRS shall meet and comply with all terms, conditions, or limitations of a certification or license.
- Rule 5.4 A CPRS shall not engage in conduct that does not meet the generally accepted standards of practice. All CPRS must participate in training that enhances their knowledge, skill set and abilities to ethically and competently perform their duties and responsibilities as CPRS.
- Rule 5.5 A CPRS shall not perform services outside of their area of training, expertise, competence, or scope of practice.
- Rule 5.6 A CPRS shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.
- Rule 5.7 The CPRS shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requested releases from the client, or parents or legal guardians of the clients.
- Rule 5.8 The CPRS shall not discontinue professional services to a client nor abandon the client without facilitating an appropriate closure of professional services for the client.
- Rule 5.9 A CPRS shall not fail to obtain an appropriate consultation with a licensed health care professional or make an appropriate referral when the client's problem is beyond his/her area of training, expertise, competence, or scope of practice.

## SAFETY AND WELFARE

- Rule 6.1 A CPRS shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services. CPRS are required to be knowledgeable of State and Federal rules and regulations as it relates to confidentiality.

Rule 6.2 All CPRS's are mandated child abuse reporters.

## RECORDKEEPING

Rule 7.1 A CPRS shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

## ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

Rule 8.1 A CPRS shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

## DISCIPLINE IN OTHER JURISDICTIONS

Rule 9.1 A CPRS holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the DCAPC of such disciplinary action.

## COOPERATION WITH THE BOARD

Rule 10.1 A CPRS shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed.

Interference attempts may include, but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its' authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. the refusal to accept and/or respond to a letter of complaint, allowing a certificate to lapse while an ethics complaint is pending, or attempting to resign a certification while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified CPRS's certification until the ethical complaint is resolved.

Rule 10.2 A CPRS shall:

1. not make a false statement to the DCAPC or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleagues could take corrective action;
3. report violations of professional conduct of other CPRS's to the appropriate licensing/disciplinary authority when he/she knows or should have known that another CPRS has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 A CPRS shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline. Verbal and or anonymous complaints will not be accepted or considered for sanctions by DCAPC Board,

Rule 10.4 A CPRS with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the DCAPC investigation or disciplinary proceeding. Failure or unwillingness to cooperate in the DCAPC investigation or disciplinary proceeding shall be grounds for disciplinary action against the certified CPRS.

Rule 10.5 A CPRS shall not file a complaint or provide information to the DCAPC, which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to DCAPC, a CPRS shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

- As part of my application submission, I have read rules and regulations as outlined by the DCAPC Ethical Code. By signing below, I acknowledge and agree to adhere to all rules of the DCAPC Ethical Code.

\_\_\_\_\_  
**Name of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Applicant Telephone Number**



### RELEASE FORM

I hereby request that the DCAPC Certification Board grant the certificate to me based on the following assurances and documentation:

I subscribe to and commit myself to professional conduct in keeping with DCAPC Board Code of Ethical Conduct;

I hereby certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of manuscripts and other personal information relative to my certification. Falsification of any records or documents in my application will nullify this application and will result in denial or revocation of certification;

I consent to the release of information contained in my application file and any other pertinent data submitted or collected by DCAPC Board to officers, members, and staff of the aforementioned Board;

I consent to authorize DCAPC Board to gather information from third parties regarding continuing education and understand that such communication shall be treated as confidential;

Allegations of ethical misconduct reported to DCAPC Board before, during, or after application for certification is made will be investigated by DCAPC Board and could result in the nullification of the application or denial or revocation of certification.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please print your name below as it should appear on your certificate.**

\_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by me  
\_\_\_\_\_ a notary public, the undersigned officer, personally

appeared: \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that she/he executed the same for the purposes therein contained. In witness whereof, I hereby set my hand and official seal.

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_. Notary Public \_\_\_\_\_ SEAL:



**PART II: EMPLOYMENT (Please attach copy of resume)**

Make copies of form as needed.

**Current:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Responsibilities:**

**Date of Employment:** \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

**Previous:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Responsibilities:**

**Date of Employment:** \_\_\_\_\_ to \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUPERVISION FORM**

**To Supervisor:** Please complete this form indicating applicants on the job supervision. This form is not intended to document applicant’s total number of hours worked but rather the hours of on the job supervision you have provided the applicant. Supervision is a formal or informal process that is administrative, evaluative, clinical, and supportive. It can be provided by more than one person; it ensures quality of care and extends overtime. Supervision includes observation, mentoring, coaching, evaluating, inspiring, and creating an atmosphere that promotes self-motivation, learning, and professional development. In all aspects of the supervision process, ethical and diversity issues must be in the forefront.

**Applicant’s Name:** \_\_\_\_\_

I hereby attest that a minimum of 25 hours of supervision in the domains have been attained by the above -named applicant. At least 6 hours in each of the domains were received as outlined below.

<b>CPRS DOMAINS</b>	<b># OF HOURS RECEIVED IN EACH (minimum of 6 hours)</b>
1. Advocacy	_____
2. Mentoring/Education	_____
3. Recovery/Wellness Support	_____
4. Ethical Responsibility	_____
<b>TOTAL MUST BE AT LEAST 25 HOURS</b>	_____

\_\_\_\_\_  
**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

## APPEALS PROCESS FOR DENIAL

To appeal a denied application, the applicant agency must submit a written request to D.C.A.P.C within thirty (30) days of notification of the Board's action. A person shall be considered notified three (3) days after the relevant date of the mailing. The written appeal will be sent to the executive committee, which in turn will thoroughly review the entire application and materials to determine whether or not the applicant should have been denied approval. Applicant will be notified in writing as to the finding of the executive committee

**Please email the appeal letter to [certification@dcapcboard.org](mailto:certification@dcapcboard.org) and mail a hard copy to the office address.**

**DCAPC**  
4105 First Street, S.E.  
Washington, D.C. 20032

**The written request for appeal must contain the following information or the appeal cannot be considered:**

- Copy of the submitted application
- The reason(s) for the appeal;
- Supporting documentation for the appeal (new information, point-by-point rationale)

**PLEASE KEEP A COPY OF THE COMPLETE APPLICATION (PACKAGE) FOR YOUR PERSONAL RECORD**