



Applying for Certification using a Training NOT organized by OhioMHAS:

## Certification Application Packet Checklist

**Download Forms:** <https://mha.ohio.gov/Health-Professionals/About-Mental-Health-and-Addiction-Treatment/Peer-Support/Peer-Supporter-Certification-and-Recertification-Process>

**1. Pass online OhioMHAS Peer Recovery Supporter Certification Exam. E-mail [peerservices@mha.ohio.gov](mailto:peerservices@mha.ohio.gov) to request a link to complete exam.**

**2. Submit Certification Application Packet to: [ohiopeercertification@mha.ohio.gov](mailto:ohiopeercertification@mha.ohio.gov)**

**\*\*\* IMPORTANT: Submit all items with a checkbox as a complete packet! Submitting items individually may delay certification. \*\*\***

- Certification Application
- Certificate of Training Completion
- Two References: cannot be a family member. Must be familiar with your recovery story.
- Non-Disqualifying Offense Waiver: only required if you have had a criminal conviction in the past 3 years.
- Certificates of Completion for the ALL 11 of the below eBased Academy Courses. Courses available at [www.ebasedacademy.org](http://www.ebasedacademy.org):
  - Introduction to Peer Recovery Support
  - History of Addiction for Peer Recovery Supporters
  - Ethics and Boundaries for Peer Recovery Supporters
  - History of the CSX Movement for Peer Recovery Supporters
  - Helpful Tips for Peer Recovery Supporters Entering the Workforce
  - Health and Wellness in Peer Recovery Support
  - Cultural Competence in Mental Health and Addiction Recovery
  - Human Trafficking Training for Peer Recovery Supporters
  - Supervision for Peer Recovery Supporters
  - Trauma Informed Care in Peer Recovery Support
  - Ohio S-BIRT 101: An Introduction to S-BIRT and Motivational Interviewing

**3. Complete BCI and/or FBI Background Check: [see next page for instructions](#)** ☞☞☞



## **Criminal Background Check(s) for OhioMHAS Peer Recovery Supporter Certification**

To apply for certification or re-certification, you must obtain a criminal background check. **IMPORTANT: If you are applying for certification for the first time, DO NOT complete a background check until you have completed training, passed your exam and submitted ALL ITEMS on the Certification Application Packet Checklist (including eBased Academy Certificates of completion).**

**To find a background check agency in your area, visit:**

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>

- If you have no criminal offenses, or you only have offenses in the State of Ohio, you will only need to complete a Bureau of Criminal Investigation Background Check (BCI).
- If you have a criminal offense that took place outside of Ohio, you will need to complete *both* a BCI and FBI background check.

### **Codes:**

- o For BCI, use code: “Other” and write in “Ohio Certified Peer Recovery Supporter”
- o For FBI, use code: “Volunteer Children’s Act”

**Have background checks(s) sent directly to OhioMHAS at:**

Ohio Department of Mental Health & Addiction Services

**ATTN: Peer Services**

30 East Broad Street, 36th Floor

Columbus, Ohio 43215

**\*\*\* IT IS VERY IMPORTANT TO INCLUDE “ATTN: PEER SERVICES” IN THE ADDRESS! BACKGROUND CHECKS NOT SENT TO PEER SERVICES’ ATTENTION MAY NOT ARRIVE! \*\*\***

Background checks may take 30-45 days to arrive at OhioMHAS.