



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 to request a link to complete exam.

2. Submit Certification Application Packet to: 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:
 - 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

Everyone must obtain a background check. Do not complete a background check until you have completed training, passed your exam and submitted **ALL ITEMS** on the Certification Application Packet Checklist.

- If you have only lived in Ohio, you will only need to have a BCI check completed
- If you have lived in another state, you are required to submit ***both*** a BCI and FBI check.

Codes:

- o For BCI use: “Other: Ohio Certified Peer Recovery Supporter”
- o For FBI use: “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

***** Make sure to have your background check(s) sent to Peer Services’ attention. Background checks without “Peer Services” in the address name may not arrive! *****

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

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

Background checks may take **up to 30 days** to arrive at OhioMHAS.