NEXT STEPS: 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 – link sent to e-mail after training**

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

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.