

Provisional Certified Peer Recovery Coach P-CPRC

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Part 1: Application Requirements and Process

Section I. Eligibility Criteria

Experience/Educational Requirements

A	High School Diploma or GED: A minimum of a high school diploma or GED, verified by transcript
B	The provisional certification requires no upfront experience to obtain the certification. However, any experience accrued will support your application process and is recommended to be included with the application. For the Peer Recovery Coach Certification, a total of 500 hours of work experience and 25 hours of supervision is required, with a minimum of 5 hours experience in each of the Recovery Coach Certification domains (Advocacy, Mentoring/Education, Ethical Responsibility, and Recovery Wellness/Support). See page 13 for further supervision and work experience descriptions and supervisor criterion requirements. If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision occurred. C) Education/Training Requirements: Documentation of 46 hours of specific education/training related to the P-PRC domains of Advocacy, Mentoring/Education, Ethical Responsibility and Recovery Wellness/Support. There should be no less than 10 hours in each domain with the exception of Ethical Responsibility. There should be documentation of a minimum of 16 hours in the Ethical Responsibility domain. Advocacy: 10 hours minimum Mentoring/Education: 10 hours minimum Recovery Wellness/Support: 10 hours minimum Ethical Responsibility: 16 hours minimum Total Education/Training Hours: 46 hours

	Education/Training is defined as: Workshops, trainings or seminars approved by IC&RC, NAADAC, State of Idaho Department of Health and Welfare, NASW, NBCC or IBADCC. Documentation of workshop/seminar requires a copy of any certificates of completion. College/university courses one (1) credit hour equals 15 clock hours. Please note: Documentation of all college/university courses must include an official transcript. (Must be in sealed envelope to be considered official) Practicum hours cannot be counted as education but can be counted as experience.
Section II. Application Requirements	
A	LETTERS OF REFERENCE: Three (3) letters of reference which are directly related to the applicant's knowledge and skills are required. (Reference forms are provided in Section IV of this manual). One (1) letter/form MUST BE submitted from a sponsor, counselor, spiritual advisor or mentor. Two (2) letters/forms MUST BE submitted by individuals who are familiar with your work as a P-PRC and can attest to your skills. All letters of reference MUST BE sent directly to the IBADCC office or in a sealed, signed envelope included with the application.
B	ENHANCED CRIMINAL HISTORY BACKGROUND CHECK: Applicants must submit a copy of an ENHANCED State of Idaho, Health and Welfare Background check (enhanced background check cannot be more than three (3) years old). Applicants who currently do not have an Enhanced Health and Welfare Background check or need an employer ID number to use for the background check may contact the IBADCC office for instructions. Background Check Waiver: IBADCC will accept the enhanced background check waiver from the Department of Health and Welfare for the PCPRC certification only. A copy of the Waiver Granted letter issued by the Department of Health and Welfare must be submitted. A copy of a Waiver Granted issued letter is required any time a background check is run and an unconditional denial is issued.
C	EMPLOYMENT OR VOLUNTEER VERIFICATION FORMS: Applicants must submit employment/volunteer verification forms to verify work or volunteer experience (Employment/Volunteer Verification forms are provided in Section IV.)
D	CODE OF ETHICS AGREEMENT: Applicants MUST read the Ethics section of this manual, including the Code of Ethics and the Ethics Enforcement Procedure, and then submit a signed and dated Code of Ethics agreement (Code of Ethics/Conduct agreement form is located in Section III).
E	DISABILITY-RELATED NEEDS: If you have a disability that requires special testing accommodations, please complete the forms located in Section IV. (optional)
Section IV. Application	
A	All candidates for certification must submit an application, with appropriate documentation, for review by the IBADCC. When it has been determined that the eligibility requirements have been met, the candidate will be notified.

Section V. Certification

- A Once approved for the Provisional Certification, you will receive your provisional certificate in the mail. The following fees are the breakdown for your Provisional Certification, and are due when you submit your application.

Section VI. Required Experience

A

Section VII. Fees

- A Application for Provisional Certification \$ 50.00 due when applying
CBT Exam \$145.00 due when applying
Duplicate Certificates \$ 5.00
File Copying \$.10 per sheet
All certificates are the property of IBADCC and are subject to revocation!

Section VIII. Renewal Procedures

- A It is the responsibility of the certificate holder to maintain record of renewal packages
A courtesy reminder letter will be mailed to you approximately 90 days before your provisional certification expires. The experience MUST be postmarked or in the IBADCC Office by your provisional certification expiration date.

- B Once you are issued your CPRC certification, you will need to renew your certification every two years. Documentation of twenty (20) hours of continuing education/training is required, with six (6) of those twenty hours being in the domain of Ethical Responsibility. The remainder of the required education/training hours needs to be related to the four PRC domains.
Face to face education is defined as in person with an instructor or through an electronic medium that allows for real-time interactivity with the instructor (s) as the educational content is presented.
The ethical responsibility hours cannot be an in house in-service training.
All education/training must be approved by NAADAC, State of Idaho Department of Health and Welfare, NASW, NBCC, IC&RC, IBADCC or an accredited college/university, at the time the Education is recorded. Documentation needs to include a copy of any certificates of completion or an official college/university transcript.
A maximum of ten (10) hours in-service training is acceptable. Documentation must include a certificate of completion.
Please note: Education presented by the candidate does not count toward continuing education hours.
B. Supervision: Documentation must be provided for a minimum of 96 hours is required of supervision within the CPRC domains. All hours must be signed off by:
a) An ADC or AADC who has completed 16 hours of Peer Recovery Coach Supervisor training
OR

- b) An individual who has completed 16 hours of Peer Recovery Coach training and has a minimum of two years paid or volunteer work experience in the four PRC domains
If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision occurred.
- c) an approved Health and Welfare Clinical Supervisor (QP) under IDAPA 16.07.20.02 who has completed 16 hours of Peer Recovery Coach Supervisor training

Section IX. Name Change

A

Requesting a Change of Name: IBADCC maintains records under your full legal name. This pertains to changing your name on your records after you have legally changed your name.

For name change, please [login to your certemy account](#) > click you name that is at top right corner of the page > click name change (see picture below)

The screenshot shows the IBADCC user interface. At the top, there is a dark navigation bar with links: 'My Credentials', 'Digital Wallet', 'Transcripts', 'User Guide', and a user profile section for 'Celia Runquist, Professional at IBADCC' with a power icon. Below this, the main content area shows the user's name 'Celia Runquist' and a 'Change name' link circled in yellow. Underneath, the 'Company name' is listed as 'IBADCC'. Further down, the 'Primary email' is listed as 'ibadcc@ibadcc.org' with a 'Change primary email' link circled in yellow. A note below the email states: 'The email address set as your "primary email" will be used for logging in and for any notifications sent from the platform.'

Along with your request, copies of the following supporting documentation are required to change your name:

- Copy of documentation showing your name as it currently appears (Photo ID preferred, birth certificate, social security card, or your current IBADCC certificate; AND
- A copy of your marriage license/certificate; or
- A copy of name change by court order; or
- valid state issued driver license with new name; or
- Social security card with new name

Part 2. Definitions and descriptions of specific skill sets
needed for certification

Section I. Explanation of Supervision and Supervision Requirements

A

Instructions for Documentation of Supervision

Supervision is defined as a formal, systematic process that focuses on skill development and integration of knowledge. A supervisor shall be interpreted to mean, a person who is knowledgeable of not only the role and function of a P-PRC but is also familiar with the necessary knowledge, skills and attitudes of a P-PRC. The supervisor has the ability to judge the capability and competence of a P-PRC. The supervisor must be willing to accept the responsibility of monitoring and evaluating the performance of the P-PRC.

Applicants must provide documentation of 25 hours of supervision for initial certification, a minimum of 5 hours in each of the P-PRC domains (Advocacy, Mentoring/Education, Ethical Responsibility and Recovery Wellness/Support). Supervision is defined as a formal, systematic process that focuses on skill development and integration of knowledge. All hours must be supervised and signed by an approved IBADCC Recovery Coach Supervisor (See approved supervisor list at ibadcc.org). In addition, a completed evaluation form must be submitted and signed by the supervisor. (See Section IV for forms)

If supervisor is for renewal documentation must be provided of a minimum of 96 hours is required of supervision (average of four hours per month) within the PRC domains and/or the 12 core functions (see Section II) if the P-PRC is considering a career as a Certified Drug and Alcohol Counselor.

Please note: If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision occurred.

A supervisor shall be interpreted to mean, a person who is knowledgeable of not only the role and function of a P-PRC but is also familiar with the necessary knowledge, skills and attitudes of a P-PRC. The supervisor has the ability to judge the capability and competence of a P-PRC.

The supervisor must be willing to accept the responsibility of monitoring and evaluating the performance of the P-PRC and meet the following criteria. All hours must be signed off by:

a) An ADC or AADC who has completed 16 hours of Peer Recovery Coach Supervisor training

OR

b) A Peer Recovery Coach with a minimum of two years paid or volunteer work experience in the four PCPRC domains and who has completed 16 hours of Peer Recovery Coach Supervisor training

OR

c) an approved Health and Welfare Clinical Supervisor (QP) under IDAPA 16.07.20.02 who has completed 16 hours of Peer Recovery Coach Supervisor training

B

Supervision Form

[Click here](#)

C

Modes of Supervision

Supervision can be delivered in a variety of modes and mediums. Methods of supervision include, but are not limited to:

INDIVIDUAL SUPERVISION

Face-to-Face: Involves a one-to-one supervisor/supervisee relationship; implies regularly scheduled meetings to be conducted for the purpose of supervision.

Appraisal (with intermittent Performance reviewed): This method involves the formal agency process of annual evaluation. It is the overall summation, the total overview of a PCPRC's performance.

Assigned Reading: This implies the developmental and educational aspect of supervision. Reading materials may be a supportive and constructive component of the supervision process.

Audio Tape Video Tape: This may involve peer use of training tapes, as well as the use of taped (audio or video) sessions, for the purpose of review and evaluation of actual sessions. In using tapes for the latter purposes of evaluating a P-PRC's skills, the approved supervisor's feedback should be involved. A sample consent form is included in this manual (see below) in order to ensure that clients understand and agree to being taped for supervision purposes.

Behavior Rehearsal: This mode of supervision is similar to role playing, yet behavior rehearsal will usually focus on more specific behaviors and skills. Behavior rehearsals offer "before the fact".

Consultation: This process of supervision is initiated by the P-PRC. Unlike face-to-face supervision, this method is normally more spontaneous. It involves the review of generic skills.

Demonstration: In this process, the supervisor acts as the demonstrator. This process also involves the feedback process. It is the responsibility of the supervisor to involve and solicit the P-PRC's feedback to assure that the demonstration has been understood. This is different from Behavior/Rehearsal where the P-PRC is the demonstrator.

Direct Observation: Entails first-hand observation of on-the-job performance.

Evaluative: This review of the P-PRC's performance is an ongoing process. This process is supervisor-initiated and involves the day-to-day performance review. For example, this process includes the review of charts, notes, etc.

Explanation/Directive: This entails one-way communication from the supervisor to the supervisee. Essentially, the supervisor is dictating a P-PRC's actions and behavior.

One-Way Screen: A form of direct observation which removes the actual presence of the supervisor from the situation, i.e., view from one-way mirror.

Outside Consultation: Using this method of supervision delivery, an expert is brought into the program for the purposes of review, evaluation of training.

Role playing: In this method of supervision, the emphasis is on the evaluation of generic helping skills. This process normally involves the creation of contrived situations, or may involve the re-creation of P-PRC/client situation "after the fact."

Sanctions: The imposition of constructive discipline.

Verbatim Record and Written Report: This involves the review, by the supervisor, or the client records, progress notes, verbatim transcriptions of P-PRC/client interviews, etc.

Work Review: This process involves the review of a P-PRC's caseload.

GROUP SUPERVISION

When using assigned reading, audio tape, verbatim record and video tape methods of supervision in group situations, the definitions would be altered slightly to reflect the

	change in staff and supervisor numbers. These methods, when used in group situations, are usually training devices. Case Conference/Treatment Review: This form of supervision entails the presentation by a P-PRC, of a case. This does not imply the one way communication of reporting a case but involves review and feedback. Group: Supervision by more than one (1) supervisor. Peer Consultation: This includes the exchange of ideas in both formal and informal situations. This may include meetings of professional associations, groups and guilds. This process must involve evaluation and feedback, or the process becomes an educational function, not a supervisory function. Support Group: This pertains to a group of staff sessions aimed at dealing with interpersonal and intrapersonal problems, i.e., working to prevent staff burn-out. Team Development (treatment enhancement): The evaluation of how PCPRCs act as a team in the delivery of service: an evaluation of group cohesiveness and team effectiveness. The enhancement of treatment is the consequence of the supervisory process.
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D	What is Considered Adequate Supervision? Minimally adequate supervision involves face-to-face interpersonal relationship between the supervisor and the supervisee. Therefore, mere written evaluation forms and written reports would constitute as inadequate supervision. Minimally adequate supervision, at its best, involves the use of methods from both individual and group supervision. Any one method, in and of itself, would constitute inadequate supervision. While it is preferred and recommended that no more than two-thirds of a P-PRC's supervision should involve group supervision; it is preferred and recommended that the focus of a P-PRC's supervision be on an individual P-PRC's methods, and it is recognized that supervision should be modeled to meet the unique needs of the individual P-PRC. Please note: For the purpose of certification, supervised training must be attained in a work setting in the addictions counseling field; classroom experience is not acceptable.
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SAMPLE CONSENT FORM TO RECORD SESSION

A	FOR AUDIO & VIDEO TAPE SUPERVISION I, _____ (client), understand that this session is being either audio or video recorded. I further understand that the sole use of these tapes will be for the professional supervision of _____ (P-PRC). These tapes will not be used for educational or other purposes without further and specific consent. The confidentiality laws apply to the recordings exactly as they apply to me personally. I hereby give my consent for the recording of this session under the conditions listed above. <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Client _____</td><td>Date _____</td></tr> <tr> <td>P-PRC _____</td><td>Date _____</td></tr> <tr> <td>Supervisor _____</td><td>Date _____</td></tr> </table>	Client _____	Date _____	P-PRC _____	Date _____	Supervisor _____	Date _____
Client _____	Date _____						
P-PRC _____	Date _____						
Supervisor _____	Date _____						

Section II. 4 PCPRC/PCPRC Domains.

A	Four PRC Domains A Provisional Peer Recovery Coach has the necessary knowledge in the following domains as it pertains to a variety of coaching settings.
B	Advocacy Job Tasks that should be performed by the P-PRC in the Advocacy domain are: 1. Relate to the individual as an advocate. 2. Advocate within systems to promote person centered recovery/wellness support services. 3. Describe the individual's rights and responsibilities. 4. Apply the principles of individual choice and self-determination. 5. Explain importance of self-advocacy as a component of recovery/wellness. 6. Recognize and use person-centered language. 7. Practice effective communication skills. 8. Differentiate between the types and levels of advocacy. 9. Collaborate with individual to identify, link, and coordinate choices with resources. 10. Advocate for multiple pathways to recovery/wellness. 11. Recognize the importance of a holistic (e.g., mind, body, spirit, environment) approach to recovery/wellness.
C	Mentoring/ Education Job Tasks that should be performed by the P-PRC in the Mentoring/Education domain are: 1. Serve as a role model for an individual. 2. Recognize the importance of self-care. 3. Establish and maintain a peer relationship rather than a hierarchical relationship. 4. Educate through shared experiences. 5. Support the development of healthy behavior that is based on choice. 6. Describe the skills needed to self-advocate. 7. Assist the individual in identifying and establishing positive relationships. 8. Establish a respectful, trusting relationship with the individual. 9. Demonstrate consistency by supporting individuals during ordinary and extraordinary times. 10. Support the development of effective communication skills. 11. Support the development of conflict resolution skills. 12. Support the development of problem-solving skills. 13. Apply principles of empowerment. 14. Provide resource linkage to community supports and professional services.
D	Recovery/Wellness Support Job Tasks that should be performed by the P-PRC in the Recovery/Wellness Support domain are: 1. Assist the individual with setting goals. 2. Recognize that there are multiple pathways to recovery/wellness. 3. Contribute to the individual's recovery/wellness team(s). 4. Assist the individual to identify and build on their strengths and resiliencies.

5. Apply effective coaching techniques such as Motivational Interviewing.
6. Recognize the stages of change.
7. Recognize the stages of recovery/wellness.
8. Recognize signs of distress.
9. Develop tools for effective outreach and continued support.
10. Assist the individual in identifying support systems.
11. Practice a strengths-based approach to recovery/wellness.
12. Assist the individual in identifying basic needs.
13. Apply basic supportive group facilitation techniques.
14. Recognize and understand the impact of trauma.

E

Ethical Responsibility

Job Tasks that should be performed by the P-PRC in the Ethical Responsibility domain are:

1. Recognize risk indicators that may affect the individual's welfare and safety.
2. Respond to personal risk indicators to assure welfare and safety.
3. Communicate to support network personal issues that impact ability to perform job duties.
4. Report suspicions of abuse or neglect to appropriate authority.
5. Evaluate the individual's satisfaction with their progress toward recovery/wellness goals.
6. Maintain documentation and collect data as required.
7. Adhere to responsibilities and limits of the role.
8. Apply fundamentals of cultural competency.
9. Recognize and adhere to the rules of confidentiality.
10. Recognize and maintain professional and personal boundaries.
11. Recognize and address personal and institutional biases and behaviors.
12. Maintain current, accurate knowledge of trends and issues related to wellness and recovery.
13. Recognize various crisis and emergency situations.
14. Use organizational/departmental chain of command to address or resolve issues.
15. Practice non-judgmental behavior

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