

# Peer Support Specialist Training Application

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Greetings! Thanks for your interest in Peer Support Specialist Training and we're glad you're here!

Please note this application must be filled out online using the "APPLY HERE" button at the bottom of the page at [www.idahopeersupport.com/training](http://www.idahopeersupport.com/training).

You must complete and submit the application online at one time and will not be able to exit and return to it. You can preview the application by reading this document, and then return to the online application when you're ready to submit all of your responses.

**\*\*PLEASE READ THROUGH THIS APPLICATION CAREFULLY\*\***

Submit your application as early as possible. Applications will be considered in the order they are received and will be accepted until the training is full. If there are a greater number of qualified applicants than the number of training spots available, we will work to schedule additional trainings.

The application may seem a little long but contains important information and instructions. Reading the information provided here will expedite your application process and make things easier on our end too.

**Before completing this application, please ensure you meet ALL requirements to be considered for acceptance into the training. You must meet these minimum requirements:**

- > Be at least 18 years of age
- > Identify as a person who has lived experience with recovery from mental illness or mental illness with co-occurring substance use disorder
- > Have at least one (1) ongoing and continuous year in recovery from mental illness or co-occurring disorders
- > Be aware of your ability to pass a background check for purposes of employment as a Certified Peer Support Specialist
- > Be willing to share your experience with mental illness and recovery with staff and clients at your employment site
- > Have a genuine desire and commitment to help others with their own recovery
- > Have a high school diploma, GED, or higher education and provide documentation of education when applying for certification
- > Feel comfortable reading, writing, and using a computer
- > Be willing to work productively as a team member with other mental health service provider staff
- > Be able to access reliable transportation for traveling to work and possibly clients' homes
- > Read and understand the Peer Support Specialist Training Readiness Guide
- > Understand what it means to be paid by the billable hour based on information in the Readiness Guide
- > Supply two (2) letters of recommendation from individuals who have been involved in your mental health recovery process
- > Read and agree to abide by the following Idaho Certified Peer Support Specialist Code of Ethics and Professional Conduct

**\*\*BACKGROUND CHECKS:** Please note that passing a criminal background check is required in order to work with vulnerable adults and most likely will be a condition of employment as a Certified Peer Support Specialist in Idaho. You must confirm that you are able to pass a criminal background check prior to applying to this training; however we do not require that you submit your background check with this application. Please visit <https://chu.dhw.idaho.gov> if you have questions regarding your ability to pass a background check. **\*\*Note that you may not be able to pass a background check if you've had a felony in the last 5 years even if it is not a disqualifying offense.**

**\*\*TRAINING READINESS:** Do not submit this application until you have read the Peer Specialist Training Readiness Guide carefully to learn about the training you are applying for. It's important for you to understand the rewards, challenges, work environment, and qualifications necessary to become a Certified Peer Support Specialist. Please note that college education and/or experience in another mental health profession (e.g. CBRS, case management) DOES NOT increase the likelihood you will be accepted into the training.

## Application Instructions

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### 1) READ THE TRAINING GUIDE AND TAKE THE SELF-ASSESSMENT

The Training Guide provides information about what you can expect from the training and peer support profession, and the self-assessment will help you determine if the profession is a good fit for you. It's VERY IMPORTANT for you to read the training guide and take the self-assessment to make an informed decision to apply to Peer Support Specialist Training. The training guide can be found at [www.idahopeersupport.com](http://www.idahopeersupport.com).

### 2) ENSURE YOU CAN PASS A BACKGROUND CHECK

Passing a criminal background check is required to work with vulnerable adults in Idaho and most likely will be a condition of your employment as a Certified Peer Support Specialist. You must confirm that you are able to pass a criminal background check prior to applying to the training; however, we do not require you to submit your background check with the training application. Please visit <https://chu.dhw.idaho.gov> and contact the Criminal History Unit at 208-332-7990 or [crimhist@dhw.idaho.gov](mailto:crimhist@dhw.idaho.gov) if you have questions regarding your ability to pass a background check. Please note that you may not be able to pass a background check if you have had a felony in the last 5 years even if it is not a disqualifying offense.

### 3) COMPLETE AND SUBMIT AN APPLICATION ONLINE

Please access the training application at [www.idahopeersupport.com/training](http://www.idahopeersupport.com/training) using the APPLY HERE button at the bottom of the page. We recommend that you apply to the training as early as possible. Applications will be considered in the order they are received and will be accepted until each training is full. The training page will be updated as soon as each training is full.

#### **4) SUBMIT (2) LETTERS OF REFERENCE**

Letters of reference must be submitted by either training applicants or their references using the instructions found at [www.idahopeersupport.com/references](http://www.idahopeersupport.com/references). The letters must be typed and written by individuals who have been part of your mental health recovery process. Please ask your references to indicate their relationship to you, describe how they have been a part of your mental health recovery, and why they believe you are qualified to share your lived experience with mental illness and recovery with others on a recovery journey. The letters may be written by a current or former counselor or mental health service provider, employer, teacher, volunteer supervisor, clergy, or friend/family member who can speak to your strength in recovery. Please direct your references to [www.idahopeersupport.com/references](http://www.idahopeersupport.com/references) so they can submit their letters, or you can upload your letters of reference if they have been provided to you. Your application will not be complete until your letters of reference have been received, and the letters must be received by the time of your phone interview.

#### **5) CHECK YOUR EMAIL AND SIGN UP FOR YOUR PHONE INTERVIEW**

Upon submission of an online application, you will receive an email to sign up for your phone interview. Please follow the link for the training location for which you are applying, sign up for a time that works for you, and mark it on your calendar. Phone interviews last about 30 minutes and will be a chance for us to get to know you and your qualifications. It's a casual conversation and we look forward to speaking with you!

## **Idaho Certified Peer Support Specialist Code of Ethics & Professional Conduct**

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1. Certified Peer Support Specialists seek to role-model recovery.
2. Certified Peer Support Specialists respect the rights and dignity of those they serve.
3. Certified Peer Support Specialists respect the privacy and confidentiality of those they serve.
4. Certified Peer Support Specialists openly share their personal recovery stories with colleagues and those they serve.
5. Certified Peer Support Specialists maintain high standards of personal conduct and conduct themselves in a manner that fosters their own recovery.
6. Certified Peer Support Specialists never intimidate, threaten, or harass those they serve; never use undue influence, physical force, or verbal abuse with those they serve; and never make unwarranted promises of benefits to those they serve.
7. Certified Peer Support Specialists do not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of ethnicity, race, gender, sexual orientation, age, religion, national origin, marital status, political belief, or mental or physical disability.
8. Certified Peer Support Specialists never engage in sexual/intimate activities with colleagues or those they serve.
9. Certified Peer Support Specialists do not accept gifts of significant value from those they serve.
10. Certified Peer Support Specialists do not enter into dual relationships or commitments that conflict with the interests of those they serve.
11. Certified Peer Support Specialists do not abuse substances under any circumstances while they are employed as a Certified Peer Support Specialist.

12. Certified Peer Support Specialists work to equalize the power differentials that may occur in the peer support/client relationship.
13. Certified Peer Support Specialists ensure that all information and documentation provided is true and accurate to the best of their knowledge.
14. Certified Peer Support Specialists keep current with emerging knowledge relevant to recovery, and openly share this knowledge with their colleagues and those they serve.
15. Certified Peer Support Specialists remain aware of their skills and limitations, and do not provide services or represent themselves as expert in areas for which they do not have sufficient knowledge or expertise.
16. Certified Peer Support Specialists do not hold a clinical role and do not offer primary treatment for mental health issues, prescribe medicine, act as a legal representative or provide legal advice, counseling, therapy, social work, drug testing, or diagnosis of symptoms and disorders.

Certified Peer Support Specialists must complete ethics training at least once per year and maintain personal documentation of completed ethics training.

Certified Peer Support Specialists must understand and comply with Idaho's Certified Peer Support Specialist Code of Ethics & Professional Conduct.

## Peer Support Specialist Training Application

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**THIS APPLICATION MUST BE FILLED OUT ONLINE AT [WWW.IDAHOPEERSUPPORT.COM](http://WWW.IDAHOPEERSUPPORT.COM)**

**Date:**

**First & Last Name:**

**Email Address:**

***PLEASE NOTE WE COMMUNICATE VIA EMAIL AND IT IS YOUR RESPONSIBILITY TO CHECK YOUR EMAIL FOR TRAINING COMMUNICATION.***

**Phone Number:**

**Street Address:**

**City, State, Zip Code:**

**Employment Status:**

Unemployed     Employed Part-time     Employed Full-time     Student     Volunteer

**If employed, please provide:**

Name of Employer:

Job Title:

**6. Educational Level (please check highest level achieved):**

**\*\*Please note you must have a high school diploma, GED, or higher education to be eligible to attend Peer Support Specialist Training. You do not need to submit proof of education with this application, but you will be required to do so when applying for certification after you are trained.**

- GED      High School Diploma      Technical School      Some College
- Associate Degree      Bachelor's Degree      Master's Degree      Doctorate

If degreed, certified, or licensed, please list specific field of study:

**Have you applied to the Idaho Peer Support Specialist Training in the past?**   Yes   No

**How did you hear about this Idaho Peer Support Specialist Training?**

**THESE ARE THE APPLICATION QUESTIONS YOU WILL FILL OUT ONLINE.**

Why are you interested in becoming a Certified Peer Support Specialist?

Applicants must be well grounded in their own mental health or mental health/addiction recovery for at least one year. Describe how you know you are in recovery and how you stay in recovery.

What supports and resources have played an important role in your recovery?

Certified Peer Support Specialists are expected to share their recovery stories with peers and coworkers as part of their job duties. How comfortable are you sharing your story and what kind of experience do you have doing so? If you are learning to be comfortable with disclosing your story, write about what will help you become more comfortable.

How have you been involved with other mental health service consumers and efforts? Please describe any participation you may have had with local committees, boards, organizations, groups and/or classes.

Describe your current employment, volunteer, or school situation. If you are not working, volunteering, or going to school, how do you spend your time?

Do you have a prospective employer after your peer support training and certification? If so, please describe how you are currently involved with this place of business.

Please let us know if you plan to work in a rural and/or underserved location in Idaho and tell us about the benefits peer support services would bring to the area.

What did you learn by taking the self-assessment at the end of the Peer Support Specialist Training Guide?

What does the Idaho Certified Peer Support Specialist Code of Ethics & Professional Conduct mean to you?

The Peer Support Specialist Training will be held Monday-Friday from 8:30am-5:30pm and may be in a different town from where you reside. The training will cover many aspects of recovery and working with mental health service consumers, and some of the material may feel sensitive. What challenges may you experience while attending this training? How will you deal with these challenges?

Are you currently on probation or parole? Note that in most cases, you must be able to pass a background check to be employed as a Certified Peer Support Specialist.

**The application will require that you type your initials after each of the following indicating you have read and understand the requirements to attend Peer Support Specialist Training and be employed as a Certified Peer Support Specialist.**

I am at least 18 years of age.

I identify as a person who has personal lived experience in recovery from mental illness or co-occurring diagnoses.

I have at least one (1) ongoing and continuous year in recovery from mental illness or co-occurring disorders.

I have a high school diploma, GED certificate, or higher education and understand I will need to show documentation of my education when applying for certification.

I understand that passing a criminal background check will most likely be required in order for me to be employed as a Certified Peer Support Specialist (CPSS) and I may not be able to work as a CPSS if I cannot pass a background check.

If employed as a Certified Peer Support Specialist (CPSS), I agree to disclose my experience with mental illness and recovery to staff and clients as appropriate.

I understand that I will need to apply for peer support specialist certification after successfully completing training and it is my responsibility to learn about certification requirements.

I understand that completion of Peer Support Specialist Training does not guarantee me employment as a Certified Peer Support Specialist.

I understand that working as a CPSS often involves using a computer, email, paperwork, and documentation about meetings with peers.

I understand I will need access to reliable transportation to travel to work and possibly clients' homes.

I have read and understand the Peer Support Specialist Training Guide found at [www.idahopeersupport.com](http://www.idahopeersupport.com).

I understand what it means to be paid by the billable hour based on information found in the Training Guide.

I have read and understand the Idaho Peer Support Specialist Code of Ethics and Professional Conduct.

If accepted, I understand that I am responsible for all travel arrangements and costs associated with my attendance at the training.

If accepted, I understand that I must attend the training in full in order to take the comprehension exam and be eligible for certification.

**YOU CAN FIND THE LINK TO THIS APPLICATION ONLINE AT**

**[WWW.IDAHOPEERSUPPORT.COM/TRAINING](http://WWW.IDAHOPEERSUPPORT.COM/TRAINING)**