



Peer Support Specialist Training Application Instructions

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

The Peer Support Specialist 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/training.

2) READ THE REQUIREMENTS FOR ATTENDING TRAINING

Please familiarize yourself with the requirements for attending both online and in person training based on the training format you prefer. Requirements can be found at the top of the page at www.idahopeersupport.com/training.

3) 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. It is your responsibility to confirm that you are able to pass a criminal background check prior to applying to the training. Please note we do **not** require you to submit your background check with your training application and we are not able to provide you with an agency number needed to have a background check conducted. Your background check will be conducted by the agency you become employed with after your training. We just want you to know ahead of time that you will likely be required to pass a background check in order to gain employment. Please visit <https://chu.dhw.idaho.gov> and contact the Criminal History Unit at 208-332-7990 or 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. You can read additional information about background checks, including the waiver process that is now available, by clicking the link at the bottom of our resources page at www.idahopeersupport.com/resources.

4) SUBMIT AN APPLICATION ONLINE

Please access the training application at 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. Please check the website for training availability rather than emailing.

5) SUBMIT (2) LETTERS OF REFERENCE

Letters of reference must be submitted using the instructions found at 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 so they can submit their letters, or you can upload your letters of reference if they have been provided to you. You can also submit your letters of reference with your training application if you have them at the time you apply, or you can submit your letters after submitting your training application if needed. Your application will not be complete until your letters of reference have been submitted, and we prefer for your letters to be submitted by the time of your phone interview.

6) SIGN UP FOR YOUR PHONE INTERVIEW

After submitting your online application, you will receive a link to sign up for your phone interview. Please follow the link to the phone interview scheduling site, sign up for a time that works for you, and mark it on your calendar. Your phone interview is an opportunity for us to get to know you and your qualifications for attending Peer Support Specialist Training. It will last about 40 minutes and will be a casual conversation with a certified peer support specialist who is in recovery. We look forward to speaking with you!

Please visit www.idahopeersupport.com/training to read the Peer Support Specialist Training guide and apply online. We look forward to your application!