



Peer Support Specialist Training Application Instructions

1) READ THE TRAINING GUIDE

The Peer Support Specialist Training Guide provides information about what you can expect from the training and peer support profession, and the self-reflection questions will help you determine if the peer support profession is a good fit for you. We encourage you to read the training guide and self-reflection questions prior to applying to the training to make an informed decision about whether the training and peer support profession are a good fit for you. The Peer Support Specialist Training guide can be found at www.idahopeersupport.com/training.

2) RESEARCH YOUR ABILITY TO 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 proof of 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://healthandwelfare.idaho.gov/chu> 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. If you are not able to pass a background check, you might be eligible for a background check waiver. You can read additional information about background checks, including the background check waiver application process, by clicking the last link at the bottom of our resources page at www.idahopeersupport.com/resources.

3) SUBMIT AN APPLICATION ONLINE

After you have read the Peer Support Specialist Training guide and researched your ability to pass a background check, please access the training application at www.idahopeersupport.com/training using the APPLY HERE button at the bottom of the page. Our trainings fill fast, and we recommend that you submit your training application as early as possible. Applications are considered in the order they are received and are accepted until each training is full. The training page on our website (linked above) is updated as soon as each training is full. Please check the website for training seat availability

rather than emailing. The training application must be completed online. We do not accept applications by email, fax, or mail. Your training application will not be complete until you have also submitted two letters of reference (see below).

4) SUBMIT (2) LETTERS OF REFERENCE

Letters of reference must be submitted either with your training application or by the time of your phone interview. Please review the instructions at www.idaho peersupport.com/references and provide your references with the instructions regarding the information that letters of reference are required to include. Reference letters must be typed and written by individuals who have been part of your mental health recovery journey. Please ask your references to indicate their relationship to you, describe how they have been a part of your mental health recovery, and factors that demonstrate you are qualified to share your lived experience with mental illness and recovery with others on a recovery journey. Reference letters can be written by a current or former counselor or mental health service provider, employer, teacher, volunteer supervisor, clergy, or friend/family member who can describe your strength in recovery. Please direct your references to www.idaho peersupport.com/references so they can review instructions and submit their letters. You can also upload letters of reference with your training application or at the link above if they have been provided to you. You are not required to submit your letters of reference with your training application, though you are welcome to do so if you have them at the time you apply. You are also welcome to 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 request that your letters be submitted by the time of your phone interview.**

5) 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 training instructor who is a certified peer support specialist and person in mental health recovery. We look forward to speaking with you!

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