



Application for Recovery Coach Supervisor Registration with IBADCC

**Name:** \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Employer: \_\_\_\_\_

**YOU MUST INCLUDE COPIES OF YOUR RECOVERY COACH TRAINING CERTIFICATES!**

**Please note: Registering as a supervisor with IBADCC is not the same designation as “Clinical Supervisor” as outlined by the Department of Health and Welfare Behavioral Health Unit or the Certified Clinical Supervisor (CCS) credential, as issued by IBADCC.**

**OPT IN:** \_\_\_\_\_  
**“this phone number can be published on our website”**

**\*\* Individuals who are applying for credentialing with IBADCC and are currently residing and receiving supervision in another State are asked to contact IBADCC for additional information.**

**Please initial each page and have packet notarized.**

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Each supervisor must meet the following requirements in order to be registered as an approved supervisor for CPRC/CRC candidates for IBADCC:

- 1) The supervisor shall not have been the subject of any disciplinary action by any certification or licensing board, for five (5) years immediately prior to providing supervision.
- 2) The supervisor **shall provide documentation** of possessing at least one of the following certification requirements and/or training and experience requirements as follows:
  - a) a CADC or ACADC who has completed 46 hours of Peer Recovery Coach training.  
**OR**
  - b) an approved Health and Welfare Clinical Supervisor (QP) under IDAPA 16.07.20.02 who has completed 46 hours of Peer Recovery Coach training  
**OR**
  - c) An individual who has completed 46 hours of Peer Recovery Coach training and has a minimum of two years paid or volunteer work experience in the four CPRC domains **a total of 4,000 or more hours**  
**Please note if not option a or b, we will need a copy of the Idaho Health & Welfare Background check**

The supervisor will have read and agreed to comply with the attached supervision guidelines and the Recovery Coach Supervisor Code of Ethics.

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## Recovery Coach Supervisor Code of Ethics

Recovery Coach Supervisors shall abide by the following code of ethics:

1. Supervisors need to ensure that supervisees inform their clients of their paraprofessional status and that they are not qualified to provide clinical services.
2. Ensure that clients have been informed of their rights to confidentiality and privileged communication when applicable. Clients also should be informed of the limits of confidentiality and privileged communication. The general limits of confidentiality are when harm to self or others is threatened; when the abuse of children, elders or disabled persons is suspected and in cases when the court compels the peer recovery coach or recovery coach to testify and break confidentiality. These are generally accepted limits to confidentiality and privileged communication, but they may be modified by state or federal statute.
3. Inform supervisees about the process of supervision, including supervision goals, case management procedures, and supervisor's preferred supervision model(s).
4. Keep and secure supervision records and consider all information gained in supervision as confidential.
5. Avoid all dual relationships with supervisees that may interfere with the supervisor's professional judgment or exploit the supervisee. Any sexual, romantic, or intimate relationship is considered to be a violation. Sexual relationship means sexual conduct, sexual harassment, or sexual bias toward a supervisee by a supervisor.
6. Establish procedures with their supervisees for handling crisis situations.
7. Provide supervisees with adequate and timely feedback as part of an established evaluation plan.
8. Render assistance to any supervisee who is unable to provide competent services within their scope of practice, to clients.

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9. Intervene in any situation where the supervisee is impaired and the client is at risk.
10. Refrain from endorsing an impaired supervisee when such impairment deems it unlikely that the supervisee can provide adequate coaching services.
11. Supervisors offer only supervision for Coaching services for which they are trained or have supervised experience. Supervision should not include assistance with any Coaching services without prior training or supervision. Supervisors are responsible for correcting any misrepresentation of the qualifications of others.
12. Ensure that supervisees are aware of the current ethical standards related to their paraprofessional practice, as well as legal standards that regulate the practice of Recovery Coaching.
13. Engage supervisees in an examination of cultural issues that might affect supervision and/or coaching.
14. Ensure that both supervisees and clients are aware of their rights and of due process procedures and that you as a supervisor are ultimately responsible for the client.
15. Refrain from supervising a relative or immediate family member.

I hereby attest that I have read the IBADCC Code of Ethics for Recovery Coaches and the Clinical Supervisor Code of Ethics for Recovery Coaches and agree to maintain the ethical professional practice as outlined in the Clinical Supervisor Code of Ethics for Recovery Coaches.

I agree to refrain from alcohol/drug abuse or misuse as long as I remain a practicing professional in this field.

I further agree to voluntarily relinquish my IBADCC certificates and supervisory status and to follow IBADCC's guidelines for re-instatement, should I have a relapse as a recovering person, or should I violate the adherence to any part and/or all of these codes.

**Please initial each page, have packet notarized and return to IBADCC.**

Initial \_\_\_\_\_



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## Supervision Guidelines

### **Supervision Guidelines for Recovery Coaching Candidates (CPRC and CRC – hence will be referred to as “Recovery Coach”)**

A supervisor shall be interpreted to mean, a person who is knowledgeable of recovery coaching and rehabilitation methods and has the ability to judge the capability and competence of a Recovery Coach.

The supervisor must be willing to accept the responsibility of monitoring and evaluating the performance of the Recovery Coach in training. Candidates seeking certification are also expected to honor and comply with ethical standards as outlined in the IBADCC CPRC/CRC Code of Ethics. A copy of the IBADCC Code of Ethics for Recovery Coaches has been provided.

### **What is Considered Adequate Supervision?**

Minimally adequate supervision involves a 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 Recovery Coach’s supervision should involve group supervision; it is preferred and recommended that the focus of a Recovery Coach’s supervision be on individual Recovery Coach’s methods, and it is recognized that supervision should be modeled to meet the unique needs of the individual Recovery Coach. The certification candidate’s manual provides information on a variety of methods of individual and group supervision techniques.

For the purpose of certification, supervised training must be attained in a work or volunteer setting within the continuum of care in the addictions treatment; classroom experience is not acceptable.

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**Documentation of Supervision for Certified Peer Recovery Coach and Certified Recovery Coach Candidates**

The supervisor must document supervision utilizing the supervision verification form that is included in the certification candidate's manual. If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision occurred.

Supervision of a candidate's hours must be within the 4 domains of a Recovery Coach. It is important that the supervisor be familiar with each of the 4 domains and a list of those 4 domains has been provided (pages 8-9).

For the Peer Recovery Coaching and Recovery Coaching candidate, a supervisor must provide supervision of a minimum of 25 hours within the 4 CPRC domains for **initial** certification and then provide documentation of 48 hours of supervision within the 4 CPRC/CRC domains (an average of 4 hours per month) in order to apply for **renewal** of their certification.

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**Affidavit**

I hereby attest that I have read the IBADCC Supervision Guidelines, including the 4 Recovery Coaching domains and agree to provide adequate supervision to IBADCC Recovery Coaching certification candidates and agree to uphold the Recovery Coaching Supervisor Code of Ethics in my capacity as a supervisor.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*(must be original)*

The IBADCC is an autonomous affiliate of the International Certification & Reciprocity Consortium

STATE OF IDAHO        )  
                                      : ss  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned, a Notary Public in and for said

State, personally appeared \_\_\_\_\_ known to me to be the person  
(Name)

whose name is subscribed to this instrument and acknowledged that she executed the same.

WITNESS my hand and seal.

NOTARY PUBLIC FOR IDAHO  
Residing at:  
My Commission Expires:

**Upon completion of this packet, please send it in its entirety to the following:**

**IBADCC  
PO Box 1548  
Meridian, ID 83680**

**Example of Department of Health & Welfare Notice of Clearance**



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

C.L. "Butch" Otter – Governor  
RICHARD M. ARMSTRONG – Director

DAVID TAYLOR – Deputy Director  
Bureau of Audits & Investigations  
Criminal History Unit  
1720 WestgateDr., Ste A  
Boise, ID 82704  
PHONE 208-332-7990  
TOLL FREE 1-800-340-1246  
FAX 208-332-7991

Candidate  
4354 Anywhere  
Boise, ID 83427

Date

**NOTICE OF CLEARANCE**

**Applicant:**

Verification Number:

The Department has completed the criminal history background check and the applicant has passed effective 10/24/2011. No Disqualifying Crimes were revealed. Items revealed solely from the FBI, are listed for the applicant. The agency issuing your license or certification may request you provide them with the specifics of any FBI information.

The background check is fingerprint based and includes information obtained from the FBI, National Criminal History System, Idaho Bureau of Criminal Identification and Idaho Driving Records, Idaho Child Abuse Registry, Idaho Adult Protection Registry, Sex Offender Registry, Idaho Nurse Aid Registry and the National Medicare/Medicaid Provider Exclusion List.

If there are any questions about the process or results, contact the criminal history unit at (208) 332-7990, or toll free at 1-800-340-1246. Additional information about the criminal history background check process and applicant status is available at the web site. <https://chu.dhw.idaho.gov>.

Sincerely,

**Gwenda Plaisance**

Gwenda Plaisance





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### **FOUR CPRC DOMAINS**

A Certified Peer Recovery Coach has the necessary knowledge in the following domains as it pertains to a variety of coaching settings. These 4 domains are:

#### **Advocacy:**

Job Tasks that should be performed by the CPRC 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.

#### **Mentoring/ Education**

Job Tasks that should be performed by the CPRC 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.



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### **Recovery/Wellness Support**

Job Tasks that should be performed by the CPRC 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.

### **Ethical Responsibility:**

Job Tasks that should be performed by the CPRC 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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### Employment/Volunteer Verification Form

Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Applicant \_\_\_\_\_

Position Held \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Dates of Employment/Volunteer \_\_\_\_\_ To \_\_\_\_\_

Total Hours \_\_\_\_\_ **Please note:** If work experience has been limited to alcohol only or drug abuses only, please indicate this in the total hours space.

Name of Immediate Supervisor  
\_\_\_\_\_

Signature of Employer \_\_\_\_\_  
(must be original)

Title \_\_\_\_\_

Date \_\_\_\_\_

**Please Note:** If verification by more than one employer is required to meet the requirements, please make additional copies of this form.