



Peer Recovery Coach

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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 or diploma.

B

Experience

500 hours of specific paid or volunteer recovery support experience in a clinical or community setting (inpatient, outpatient, residential, community or outreach) is required. 500 hours roughly equals three months of full-time (40 hours per week) work (paid or volunteer) or roughly six months of part –time (20 hours per week) work (paid or volunteer). Experience does not have to all occur in one setting, but it must occur in the context of working with peers with recovery support issues, coincide with the performance domains, and be documented by a supervisor.

Supervision: Of the 500 experience hours, there must be documentation of **25 hours** of supervision, with a minimum of **5 hours** in each of the 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. The PRC applicant must submit a signed supervisor evaluation form, as well as documentation of their hours in the four PRC domains.

A qualified supervisor must be approved by the IBADCC Board and be listed on the Peer Recovery Supervisor list. A qualified supervisor includes:

a) A ADC or AADC who has completed **16 hours** of Peer Recovery Coach **supervisor training**.
OR

b) 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 PRC domains and has completed the **16-hour** 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**.

If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision has been provided by a qualified PRC supervisor.
[Click here for Supervision Hours form.](#)

C Education/Training Requirements

Documentation of **46 hours** of specific education/training related to the 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 and other State Boards, 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)

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. [Click here for Reference Forms.](#)

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 PRC and can attest to your skills.

All letters of reference MUST BE sent by the reference to ibadcc@ibadcc.org or sent to the office by mail in a sealed, signed envelope to: IBADCC
1775 W. State St. #108
Boise, Idaho 83702

B CRIMINAL HISTORY BACKGROUND CHECK

Applicants must submit a copy of a State of Idaho, Health and Welfare **Enhanced** background check (background check cannot be more than three (3) years old). Applicants who currently do not have a 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 background check waiver from the Department of Health and Welfare for the PRC 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. [Click here for Employment/Volunteer Verification forms.](#)

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. [Click here for Code of Ethics link.](#)

ATTESTATION: IBADCC requires at least one (1) year of abstinence from all psychoactive drugs. [Click here for attestation form link.](#)

E DISABILITY-RELATED NEEDS

If you have a disability that requires special testing accommodations, please complete the forms located in [Click here for special accommodations forms.](#)

STEP I. Application

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.

STEP II. Examination

Applicants must pass a competency-based examination developed by the IC&RC through cooperation with and for use by all member boards. The initial test fee \$145.00.

Please Note:

A candidate who fails the exam may retest again in 90 days by submitting a check for \$72.50, a discount of 50% of the original test fee.

A candidate may re-test up to two (2) times within a year of application approval.

A candidate who fails three (3) certification tests must reapply and be accepted, prior to testing again.

If you have any special accommodations needed at the exam, you will have to fill out the Documentation of Disability-Related Needs form.

A candidate guide for the examination manual is available at:
<http://internationalcredentialing.org/examprep>

The benefits of computer-based test are:

- Flexibility to test "on demand"
- No longer limited to only two (2) test cycles per year
- Immediate scoring at the completion of the exam

Once your application has been approved and your testing fee has been received by IBADCC, a letter will be issued with instructions directing you to register for your test online. You will be able to select your testing date and the testing center that is most convenient for you.

- You have one (1) year from your approval date to test. If you have not tested within that year your file will become inactive and a \$50 reactivation fee will be charged between year one and year two of the approval date.
- Two years after the approval date, the application will be suspended, and the applicant must submit a current and complete application for certification.

Reschedule/Cancellation Policy:

If you need to cancel or reschedule your test five (5) or more calendar days prior to the date, you will have to pay a \$25 rescheduling fee to IQT. Contact them at www.isoqualitytesting.com.

If you reschedule or cancel your test less than five (5) calendar days prior to the date, you will forfeit the full testing fee.

If you fail to show up for your examination at the scheduled time, do not have the proper identification, or do not have your admission letter, you will not be allowed to sit for your exam. You will forfeit the full testing fee.

Test Day:

You **MUST** have proper identification and your admission letter when you arrive at the test center.

For a list of current Testing Centers nearest you go to: www.isoqualitytesting.com/locations.aspx

STEP III. Certification

Once you have passed the examination, you will receive your certificate in the mail.

Section IV. Fees

Application for Certification \$ 50.00
Cognitive Based Test Exam \$145.00
Two Year Renewal Fee/State Certification \$108.00
(which includes the IC&RC Membership update)

Duplicate Certificates \$ 5.00

File Copying \$.20 per sheet

Please Note: All certificates are the property of IBADCC and are subject to revocation.

Section V. Renewal Procedures

It is the responsibility of the certificate holder to maintain a record of all information provided for renewal.

- A. Documentation of **twenty (20) hours** of continuing education/training **every two years specifically related to the four PRC domains** is required, with **six (6)** of those twenty hours being in the domain of **Ethical Responsibility**.

All education must be face-to-face, interactive webinar, or competency-based training (has a test included in the training).

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 or in-service training. **Five (5)** in-service hours specific to the four domains can be applied for continuing education hours.

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. **Five (5)** in-service hours specific to the four domains can be applied for continuing education hours. A copy of a certificate must be provided.

Please note: Education presented by the candidate does not count toward continuing education hours.

B. Supervision: Documentation of **two (2) hours a month** supervision must be provided. must be provided. All hours must be signed off by:

a) A CADC or ACADC who has completed **16 hours** of Peer Recovery Coach **supervisor training**.

OR

b) 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 PRC domains and has completed the **16-hour** 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**.

If supervision has occurred at more than one agency, documentation must be completed for each agency where supervision has been provided by a qualified PRC supervisor.

A courtesy reminder letter will be mailed to you approximately 90 days before your certification expires. The renewal application **MUST** be postmarked or in the IBADCC Office by your certification expiration date.

Please note: Grace Period, is defined as the day after a certification expires to the 30th day after. During that time, if a PRC has submitted their renewal and it was received and processed by the IBADCC office, the PRC is not considered to be expired. Please check with the IBADCC office if there are any questions as to the PRC's status. If your paperwork is postmarked within 30 days after your expiration date, you will be charged a \$25.00 grace period fee; otherwise, your certification will be considered lapsed.

Section VI. Name Change

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 your name that is at top right corner of the page > click name change (see picture below)

Celia Runquist [Change name](#)

Company name: IBADCC

Primary email: ibadcc@ibadcc.org [Change primary email](#)

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 changed by court order; or
- valid state issued driver license with new name; or
- Social security card with new name

Section VII. Lapsed Certificate Policy

Certifications at any level that have been expired between days 31-180 days (6 months) may be renewed, if the PRC seeking recertification is in good standing with IBADCC, has abided by the IBADCC PRC Code of Ethics, and has continued with required education requirements.

- 1) Return completed renewal application for re-certification with a check for \$208.00. (Regular renewal fee (\$108.00) and lapsed certificate processing fee (\$100.00).)
- 2) Please note: A CRC whose certification has expired between 31 to 180 days (6 months) may not hold themselves out as a PRC and may not provide services under this title during this period.

Receipt of renewal documentation is based on postmarked date; this date is honored for items pending review by the Education Committee. Additionally, certifications at any level that have been expired more than **six (6) months** MUST go through the process of reapplying and retesting for their certification, unless inactive status was approved.

Section VIII. Inactive Status

Certifications at any level may be made "inactive" for a minimum of one (1) year and a maximum of three (3) years with IBADCC approval. The intention of the "inactive status" is to provide an avenue for certified members to place their certification "on hold" in the

event of major life challenges, such as illnesses, deaths in the family, etc. Certified members must submit a letter of request to the IBADCC.

During the period of inactivity, the PRC cannot receive payment for services performed in the substance abuse field and must submit ten (10) hours of continuing education units annually, which includes the required three hours of education in the domain of Ethical Responsibility each year and to abide by the IBADCC PRC Code of Ethics. No certification fee will be charged during the period of inactivity and no certificate will be issued. To return to active status, the PRC must pay the current renewal fee.

Please note: An “inactive status” cannot be requested for a certification which is lapsed or under a current ethics investigation.

Section IX. Residency and Reciprocity

Reciprocity Procedures

The IBADCC has membership in the International Certification and Reciprocity Consortium (IC&RC). Counselors who possess valid certification from the IBADCC can request reciprocal recognition from other IC&RC member states and bodies. Peer Recovery Coaches can obtain IBADCC credentialing upon application, without retesting, provided they are from an IC&RC state or body possessing the combined alcohol/drug credentialing. Reciprocity is not granted to any Peer Recovery Coach certified in a non-member state.

Reciprocity **INTO IBADCC**

Peer Recovery Coaches certified by an IC&RC member board who relocate to Idaho may transfer their credential to the IBADCC using the reciprocity process. No additional requirements will have to be met by the Peer Recovery Coach using this process to transfer their certification to Idaho. To begin the reciprocity process, Peer Recovery Coaches must:

- Contact their current board and request an Application for Reciprocity
- Complete the one-page application and return it to their current board with the appropriate fee
- The application will be verified and sent to the IC&RC Office. Once it is approved the current board will notify IBADCC
- IBADCC will then issue the new certification to the recipient for the State of Idaho.
- The Peer Recovery Coach will then be expected to follow all requirements for certification through IBADCC.

Reciprocity **OUT of IBADCC**: Addiction professionals certified by the IBADCC who relocate to another state, country, or nation may transfer their credential to the new jurisdiction using the reciprocity process, only if the new jurisdiction is an IC&RC member board. Reciprocity to a non-IC&RC member board is not permitted. Additional requirements may be imposed upon the Peer Recovery Coach depending on the laws and regulations governing the practice of addiction-related services in the new jurisdiction. Therefore, Peer Recovery Coaches are strongly encouraged to contact the IC&RC member board in the new jurisdiction to determine if any additional requirements must be met. To begin the reciprocity process, Peer Recovery Coaches must:

1. Contact IBADCC and request an Application for Reciprocity;
2. Complete the one-page application and return it to IBADCC with the appropriate fee;
3. The application will be verified and sent to the IC&RC Office. Once approved IBADCC will notify the new jurisdiction board;
4. The new jurisdiction will then issue the Peer Recovery Coach the equivalent credential offered by IBADCC unless laws or regulations governing the practice of addiction-related services in the new jurisdiction must first be met.

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

Section I. Definition of Supervision

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 PRC but is also familiar with the necessary knowledge, skills and attitudes of a PRC. The supervisor has the ability to judge the capability and competence of a PRC. The supervisor must be willing to accept the responsibility of monitoring and evaluating the performance of the PRC.

Applicants must provide documentation of **25 hours** of supervision for initial certification, a minimum of 5 hours in each of the PRC domains (Advocacy, Mentoring/Education, Ethical Responsibility and Recovery Wellness/Support).

All hours must be supervised and signed by an approved IBADCC Peer 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 there must be a minimum of **2 hours** monthly documented supervision in the four domains.

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

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 PRC'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 purpose of evaluating a PRC's skills, the approved supervisor's feedback should be involved. A sample consent form is included in this manual (see below in this section) 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 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 PRC's feedback to assure that the demonstration has been understood. This is different from Behavior/Rehearsal where the PRC is the demonstrator.

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

Evaluative: This review of the 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 dictates a 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 and 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 PRC/client situation "after the fact."

Sanctions: The imposition of constructive discipline.

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

Work Review: This process involves the review of a 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 PRC, of a case. This does not imply the one-way communication of reporting a case but involves review and feedback.

Group: Supervision with multiple PRC's or other addiction professionals.

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 PRCs 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.

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 not be considered adequate 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 PRC's supervision should involve group supervision; it is preferred and recommended that the focus of a PRC's supervision be on an individual PRC's methods, and it is recognized that supervision should be modeled to meet the unique needs of the individual PRC.

Please note: For the purposes of certification, supervised training must be attained in a work setting in the addictions counseling field; classroom experience is not acceptable.

SAMPLE CONSENT FORM TO RECORD SESSION

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

_____ (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.

Client _____ Date _____

CRC _____ Date _____

Supervisor _____ Date _____

R

A Certified Recovery Coach has the necessary knowledge in the following domains as it pertains to a variety of coaching settings.
Below listed the 4 domains.

Advocacy

Job Tasks that should be performed by the 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 the 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 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 support and professional services.

Recovery/Wellness Support

Job Tasks that should be performed by the 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.

Ethical Responsibility

Job Tasks that should be performed by the 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

Section III. Peer Recovery Coach Scope of Practice

Peer Recovery Coaches will:

- Engage with the person served.
- Support personal recovery goals and build on resiliency.
- Help with community networking.
- Advocate with and for the person served.
- Parenting skills
- Mentoring
- Bridging and navigating community resources.

Educational Activities for clients:

- Self-Advocacy
- Wellness
- Life Skills
- Goal setting
- Decision making skills

