



How to Apply for Your Peer Certification

WHAT YOU NEED TO DO AFTER YOU COMPLETE A PEER TRAINING
PROGRAM AND PASS THE EXAM

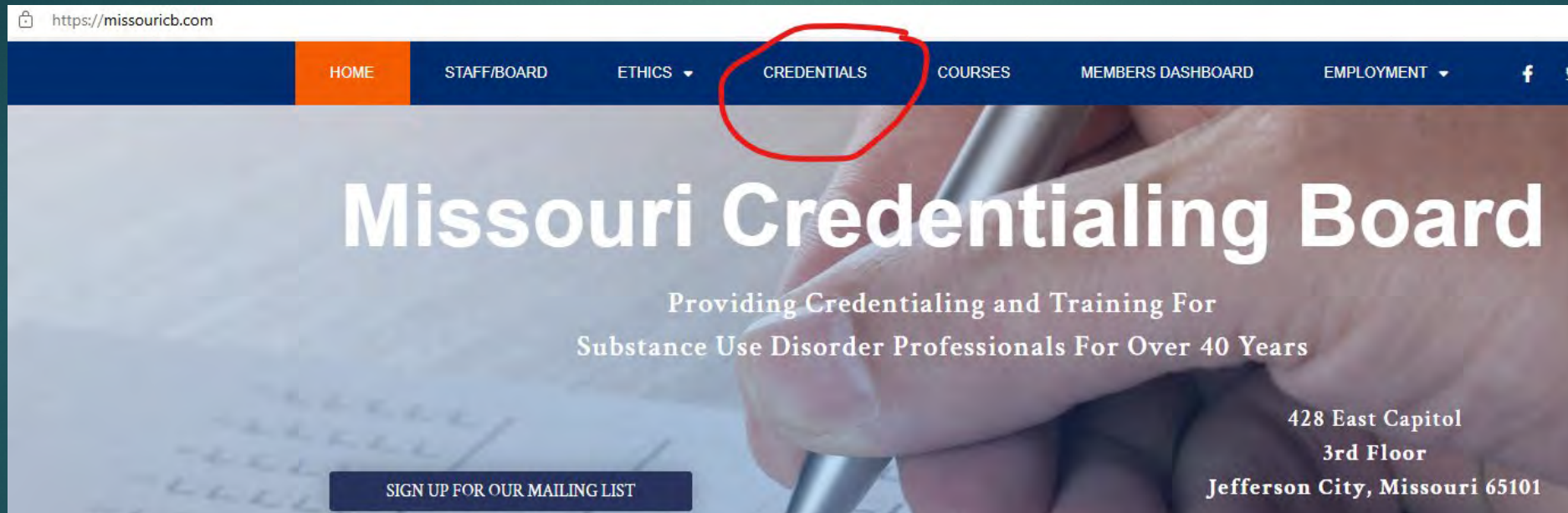
Have you completed a peer training program?

- ▶ If not...you are not ready for this step yet. The first step to becoming a peer is to take a peer basic training program.
 - ▶ You can register for Certified Peer Specialist training at: www.mopeerspecialist.com
 - ▶ You can register for Family Support Provider training at: www.mofamilysupportprovider.com
 - ▶ You can register for Youth Peer Specialist training (if you already hold a CPS certification) at: www.mofamilysupportprovider.com/yps/
- ▶ There will be different dates to choose from. Please be sure the dates you select will work with your schedule, because once registered your training program is non-exchangeable and non-refundable.
 - ▶ Cost of program/test/certification for all peer programs is \$82.50.

Have you passed the peer program exam?

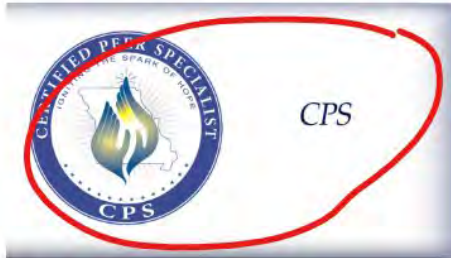
- ▶ For all peer training programs (CPS, FSP and YPS) there is an exam to take once you have completed the training.
- ▶ After you pass the exam, there will be a certificate on your MCB Member's Dashboard that says you passed the exam.
 - ▶ For CPS only, there will be a second certificate on your MCB Member's Dashboard that says you completed the CPS basic training program.
 - ▶ You will need this certificate(s) to apply for your peer certification.
- ▶ Once you have passed the exam, you are ready to apply for your Peer Certification! Please continue to the next slide. 😊

Go to www.missouricb.com and click on the Credentials tab.



Scroll down until you get to the desired certification (CPS, FSP or YPS)

Peer Credentials



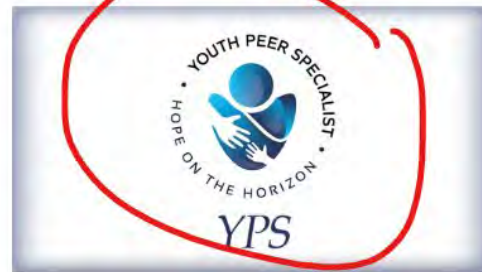
Certified Peer Specialist (CPS)



Certified Reciprocal Peer Recovery (CRPR)



Missouri Recovery Support Specialist (MRSS)



Youth Peer Specialist



Family Support Provider (FSP)

Click on it and it will open. You will see this:

Certified Peer Specialist Application

[Click here to access the Paper Form](#)

If you choose to use the [paper document](#), please mail your application to the MCB. Please do not fax or e-mail your application.

Certified Peer Specialist (CPS) ONLINE Application



Application for Certified Peer Specialist (CPS)

First Name *

Middle Initial *

- If you prefer to print and mail in your application with supporting documents, click the orange button.
 - Mail your packet to: MCB, 428 E. Capitol—Floor 3, Jefferson City, MO 65101
- If you prefer to submit your application online, follow the prompts. You will be asked to upload your supporting documents.
- Either method, the supporting documents will include:
 - Training certificate(s)—**Required**
 - Verification of high school level or more education—**Required**
 - Child Abuse and Neglect Statement—**only if needed**
 - Felony Offense Form—**only if needed**
 - Exception letter from DMH—**only if needed**
 - The links to the “only if needed” forms/instructions are found within the online application.

Specialist Application

[Click here to access the Paper Form](#)

document, please mail your application to the MCB. Please do not fax or e-mail your

Certified Peer Specialist (CPS) ONLINE Appli



Application for Certified Peer Specialist (CPS)

First Name *

Middle Initial *

If needed, the Child Abuse-Neglect Statement and Felony Offense forms can also be found on the Credentials tab:

Pursuant to Section 630.170, RSMo. The crime (s) will only disqualify an applicant if the crime (s) were a felony. Please view information about Section 630.170, RSMo on the MCB web site www.missouricb.com under the Disqualifying Crimes Link.

3. If an individual has applied for and been given an exception from the Department of Mental Health, the individual may apply for a MCB credential. *Please upload proof of exception with your application.*

You will not be able to apply for the credential until payment is received.

Child Abuse-Neglect Statement

Felony Offense Form

Counseling Credentials



MAADC I

Missouri Associate Alcohol Drug



MAADC II

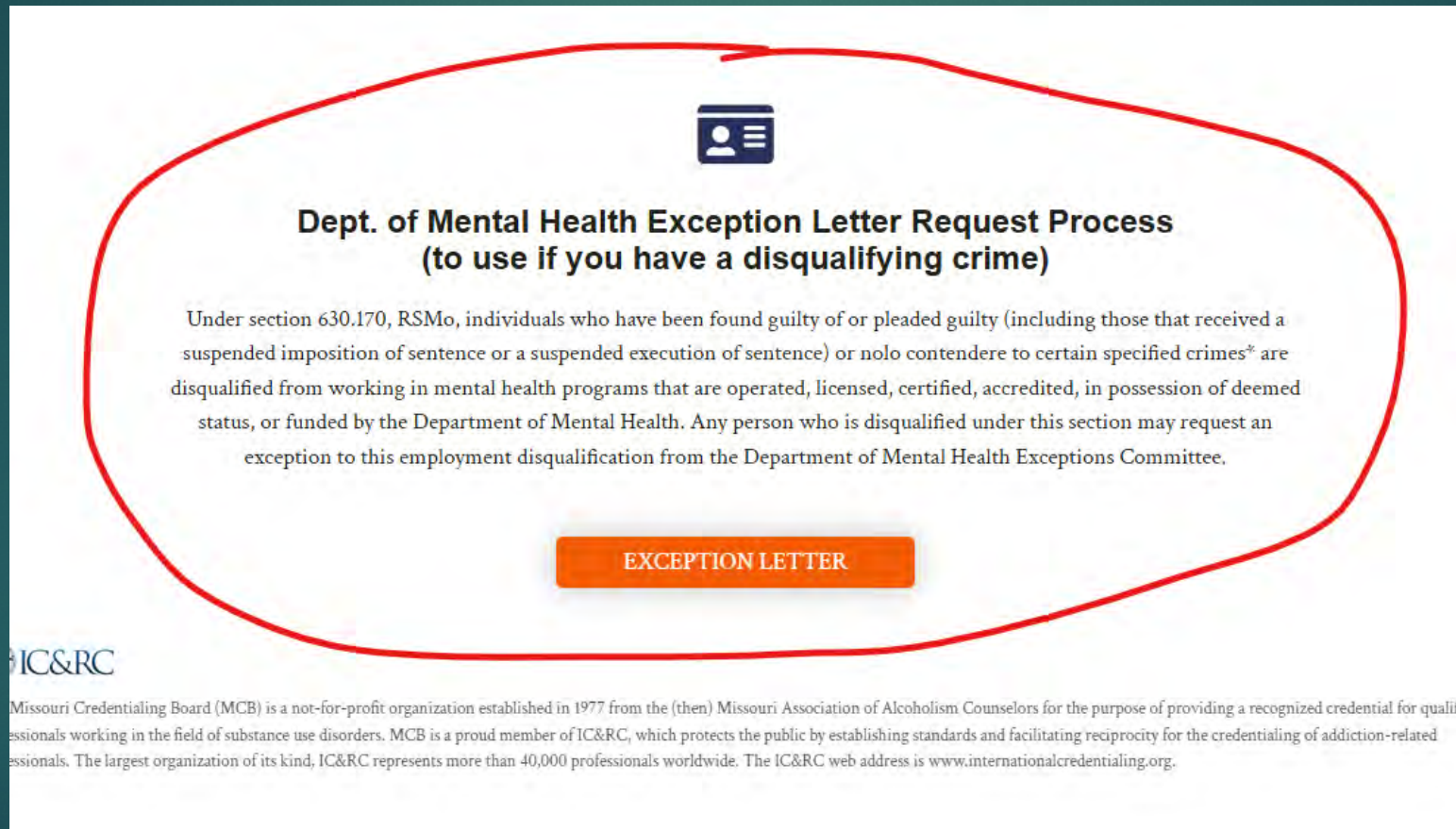
Missouri Associate Alcohol Drug



CADC

Certified Alcohol & Drug Counselor

If needed, the instructions for requesting an exception letter from the Dept. of Mental Health are found back on the home page. Scroll all the way to the bottom:





Dept. of Mental Health Exception Letter Request Process (to use if you have a disqualifying crime)

Under section 630.170, RSMo, individuals who have been found guilty of or pleaded guilty (including those that received a suspended imposition of sentence or a suspended execution of sentence) or nolo contendere to certain specified crimes* are disqualified from working in mental health programs that are operated, licensed, certified, accredited, in possession of deemed status, or funded by the Department of Mental Health. Any person who is disqualified under this section may request an exception to this employment disqualification from the Department of Mental Health Exceptions Committee.

[EXCEPTION LETTER](#)

IC&RC

Missouri Credentialing Board (MCB) is a not-for-profit organization established in 1977 from the (then) Missouri Association of Alcoholism Counselors for the purpose of providing a recognized credential for qualified professionals working in the field of substance use disorders. MCB is a proud member of IC&RC, which protects the public by establishing standards and facilitating reciprocity for the credentialing of addiction-related professionals. The largest organization of its kind, IC&RC represents more than 40,000 professionals worldwide. The IC&RC web address is www.internationalcredentialing.org.

Helpful Tips

- ▶ Double check everything before submitting/ mailing it. Any missing items or missing signatures/dates will cause a delay in processing your certification.
- ▶ There are no additional fees for this application beyond what you already paid back when you originally registered for the peer training program.
- ▶ Online submissions will be received within minutes, however, mailed item arrival times can vary. It can take days or sometimes 1-2 weeks or more for mailed items to arrive if using standard USPS postage.
- ▶ Once your application packet arrives at the office, it can take 2-4 weeks processing time.
- ▶ Your completed certification **will be emailed to you**. You will not receive anything about it in the mail.
 - ▶ You will receive a letter and two certificates by email. These documents contain your assigned peer certification number, as well as information on when you are first due to renew your certification and what will be needed to renew it. Once you get these documents from the Missouri Credentialing Board you can provide billable peer services.
- ▶ Please check spam folders until you receive your certification. Many times they go into spam folders.

Questions?

- ▶ If you have questions about the exception letter process such as what is needed in the packet, please refer to the instructions on the website. If you have additional questions, please contact Lisa Limbach.
 - ▶ Lisa.Limbach@dmh.mo.gov or 573-751-8202
- ▶ If you have further questions about the peer certification process, please contact Kim Crouch.
 - ▶ Kimberly.crouch@missouricb.com or 573-606-5600
 - ▶ If you call and Kim isn't available to answer, please leave a voice mail with your question and leave an email address. Most questions can be answered by email.

