



COLORADO  
PROVIDERS  
ASSOCIATION

## **Colorado Peer and Family Specialist Certification Manual**

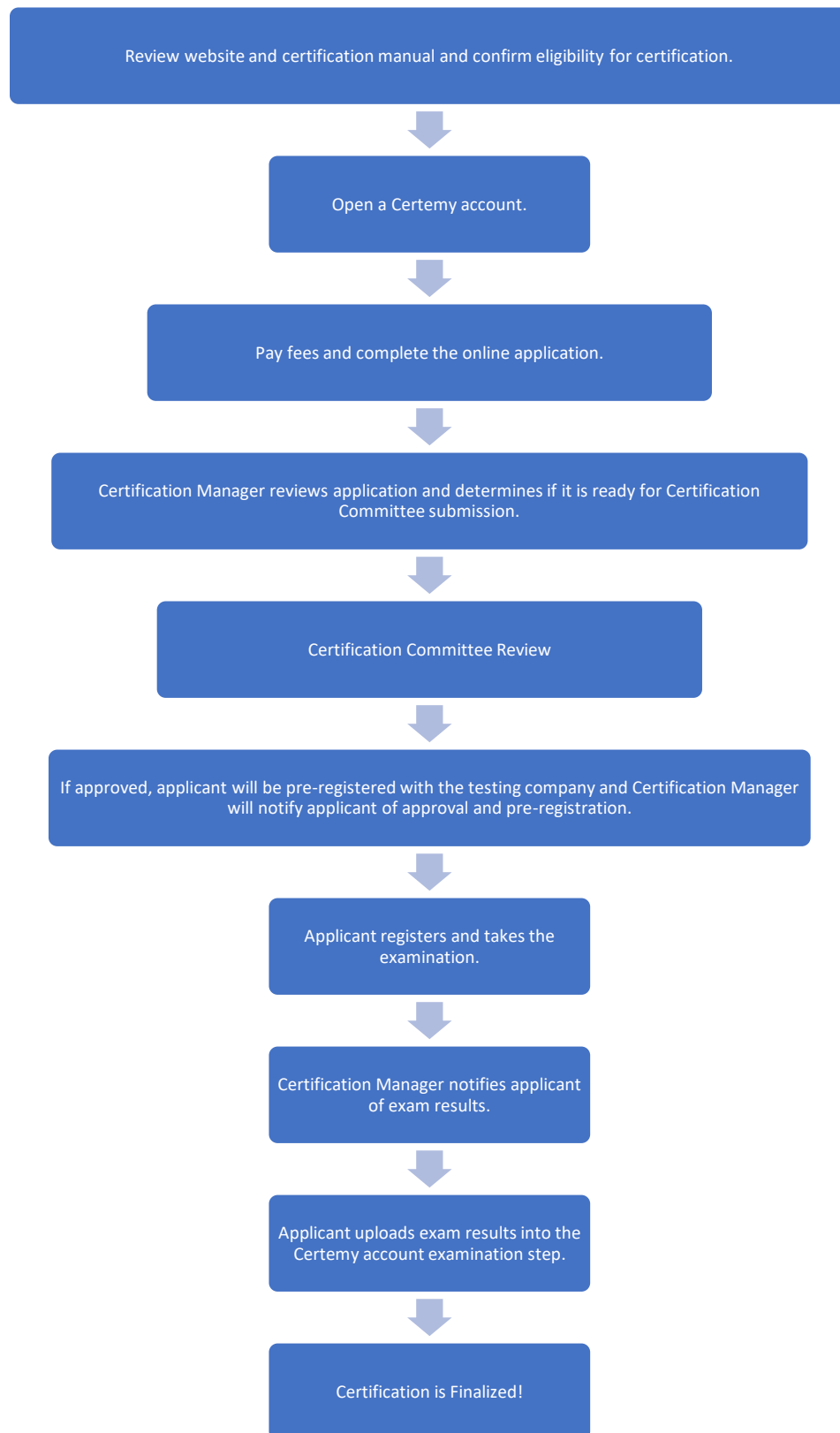
**April 2020**

The following manual contains detailed information about the process of applying for initial certification to become a Certified Peer and Family Specialist here in Colorado as well as information about recertification. All applicants are highly encouraged to review the information on the COPA website (<https://www.coprovidersassociation.org/home-cpfs>) AND this manual before starting an application. Additionally, applicants should refer to both the website and this manual regularly throughout the certification and recertification process. Should you have additional questions, please contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).

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## Step-by-Step Certification Process



## Initial Certification Requirements

### ***Residency***

- Applicants must live or work at least 51% of the time within the state of Colorado.

### ***Education***

- Minimum education required is a **high school diploma** or equivalent. Higher education degrees are also accepted. Verification such as a diploma or transcript must be submitted.
- All trainings/workshops/education must be completed within **5 years** of application submission.
- Training Hour Requirements:
  - **60 clock hours** of education specific to the 4 IC&RC Domains:
    - **10 hours:** Advocacy
    - **10 hours:** Recovery/Wellness Support
    - **10 hours:** Mentoring & Education
    - **16 hours:** Ethical Responsibility
- At least **30 training hours** required for certification must be Peer or Family Specialist related.
- If not already included in training, **additional topic areas *must* include:**
  - trauma informed care
  - cultural sensitivity
  - whole health
  - substance use
  - mental health
  - family support

### ***Experience***

- **500 hours** of work experience (volunteer or paid):
  - Hours must be specific to the IC&RC domains
  - Hours **cannot** be accrued in **less than 6 months**
  - Verification of **25 hours of supervision** (individual or group) specific to the IC&RC domains
- **Lived Experience**
  - Applicants will submit a statement of lived experience briefly describing their lived experience with substance use, recovery, mental health diagnosis, etc.

**Examination**

- All applicants are required to pass the IC&RC Peer Recovery Specialist Examination
- The examination will have 75 questions of which 10 will be non-weighted, pretest questions.
- Applicants have 2 hours to complete the exam.
- Additional information about the exam can be found later on in this manual.
- For more information on practice exams and other preparation materials, please visit the Exam Preparation page of IC&RC's website [here](#).

**Fees**

- Fees are non-refundable.
- **\$295:** initial application process + initial exam fee.
  - **\$50** to begin an application (application open for 1 year)
  - **\$245** application completion fee (includes committee review and examination fee)
- If a candidate schedules a test and then must reschedule, there is a separate processing fee administered by IC&RC through the Peer Certification Committee. For additional information, please contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).
- Re-test: \$150
- Exam cancellation: \$150
- Reinstatement for lapsed certification 1 year or less: \$50

## CPFS Initial Certification Process

1. In order to apply, the applicant must attest to living in Colorado at least 51% of the year.
2. Once the applicant pays the initial fee (\$50), he/she completes the online application. Prior to final submission, the applicant is required to pay an additional \$245 to process the application and cover the cost of taking the IC&RC exam.
3. Certification Manager determines if the application is complete and sufficient for review.
4. Once all of the items have been submitted by the applicant, the Certification Committee evaluates the application to determine if the applicant is eligible to sit for the CPFS exam.
5. Upon application approval by the Certification Committee, the Certification Manager will pre-register the applicant to sit for the exam.
6. Once pre-registered, the applicant will receive a link from SMT Testing to schedule a date and time for the exam.
7. Once the applicant passes the exam, the applicant will be certified. Once certified, the certificate can be found in the certificate holder's Digital Wallet within their Certemy account.
8. If the applicant does not pass the exam or misses the scheduled test date, the applicant must work with the Certification Manager to re-schedule the exam and pay the fee for the additional exam.\*
9. **Please Note:** ALL sections of the application *must* be complete in order for the application to be considered ready for submission to the Certification Committee. This includes the Fees section. Until an application is complete, it cannot be submitted for review by the Certification Committee.
10. For answers to Frequently Asked Questions regarding applications, Certemy accounts, etc. please review the [FAQs](#) page.

*\*Per IC&RC, Candidates interested in retaking an exam must wait 90 days after the original test date.*

## Information Needed to Complete the Initial Application

### 1. Formal Education – High School degree/GED or higher

- Name of institution
- Date of graduation
- Copy of diploma or transcript

### 2. **60 training hours** specific to the IC&RC Domains, including peer/family specialist specific trainings:

- Name of training(s)
- Name of organization providing the training(s)
- Dates of training(s)
- Hours completed for each training
- Hours applied to each IC&RC domain:
  - **10 hours:** Advocacy
  - **10 hours:** Recovery/Wellness Support
  - **10 hours:** Mentoring & Education
  - **16 hours:** Ethical Responsibility
- **Note:** At least **30 training hours** required for certification must be Peer or Family Specialist related. And **additional topic areas MUST include:**
  - trauma informed care, cultural sensitivity, whole health, substance use, mental health, and family support if not already covered.

### 3. Training Verification and Training Certificate Information

- Acceptable Forms of Training
  - webinars
  - online, self-paced trainings
  - live conferences
  - live trainings
- Certificates of completion are required for each training submitted for clock hours. Certificates of completion must include:
  - training center
  - trainer's name
  - applicant's name
  - hours completed and date of training
  - **Conference or training agendas/brochures *DO NOT* meet the requirements for evidence of training completion.**
  - *If you do not have a certificate of training, please contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).*

### 4. **Trainings NOT Accepted**

- **Offline, self-paced trainings, independent studies, or community meetings are *NOT* acceptable forms of training for this certification.**



#### 5. Work Experience Information Required

- **500 hours** of work experience (volunteer or paid) specific to the IC&RC domains over a minimum of 6 months.
- Name of Organization(s)
- Number of hours completed in each domain
- Supervision verification – completed within the application

#### 6. Supervision Information Required

- **25 hours** of supervision specific to the IC&RC Domains must be submitted within the application.
- Name of organization(s)
- Supervisor specifics
- Number of hours of group and/or individual supervision completed for each domain  
The supervisor(s) will receive a link to verify your experience and supervision. It is important to note this link will *expire after 14 days*. Should the link expire, contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).

#### 7. Lived Experience

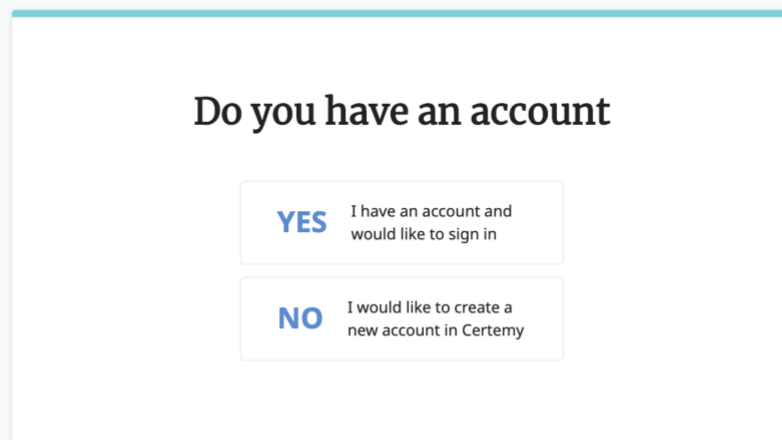
- A paragraph (250 words or less) briefly describing your lived experience, which could include one or more of the following:
  - History of substance use disorder and currently engaged in recovery.
  - History of a mental health diagnosis.
  - History of caregiving to a person with a substance use or mental health disorder.
  - What you do to manage your personal recovery.
  - Explain how your lived experience assists others in your peer role.

#### 8. Read and sign [Code of Ethics](#) within the application.

## Setting Up Your Certification Account

The Colorado Providers Association uses a Certification Management System (CMS) to house all of the applications for the Certified Peer and Family Specialists in Colorado. The system COPA uses is called **Certemy**. This account will remain active and house all of your certification information throughout the application process and recertification process. In order to begin an application, you must open an account with Certemy. Below is an outline of the steps required to complete this part of the application process.

1. After reviewing the website and the information contained in this manual, you need to open a Certemy account to begin your application. Click on the APPLY NOW button located on several pages of the website which contains the application link. By doing that, it will take you to the page below:

The image shows a web form titled "Do you have an account". It has two buttons: "YES" with the text "I have an account and would like to sign in" and "NO" with the text "I would like to create a new account in Certemy".

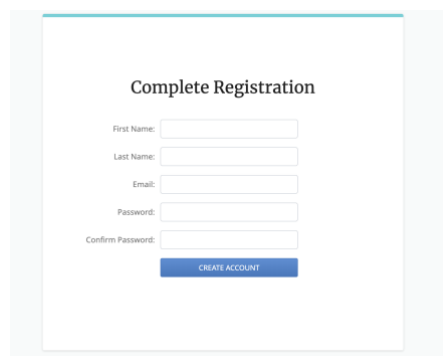
**Do you have an account**

**YES** I have an account and would like to sign in

**NO** I would like to create a new account in Certemy

2. If you do not have a Certemy account, click NO.

3. This takes you to the following registration page. Fill in the requested information and click CREATE ACCOUNT.

The image shows a web form titled "Complete Registration". It has five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". Below the fields is a blue button labeled "CREATE ACCOUNT".

**Complete Registration**

First Name:

Last Name:

Email:

Password:

Confirm Password:

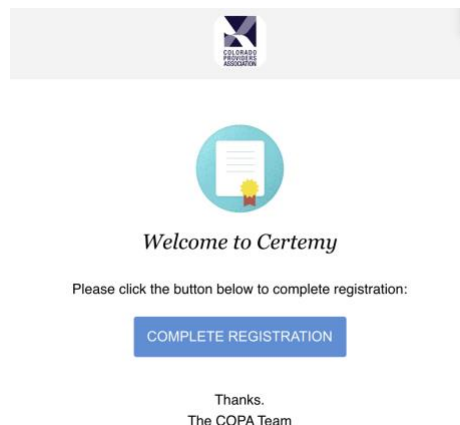
**CREATE ACCOUNT**

**NOTE:** Applicants are highly encouraged to use a personal, more permanent email address for their application/certification account. There are a couple of reasons for this. Emails attached to an applicant's employment might block communications from COPA due to strict firewall protections. This leaves COPA almost no way to contact the applicant/professional with certification status updates or community updates. Additionally, the professional's Certemy account will be active on a long-term basis. If/when an applicant experiences a change in employment, it is easy to forget to update the certification account with new contact information or email address. In this event, COPA has no way of contacting you with certification updates. Please set up your account with a more permanent (or personal) email account to prevent this inability to communicate.

**Changing the Email Address on your Certemy Account:** Should you wish to change the email address currently attached to your Certemy account, complete the following steps:

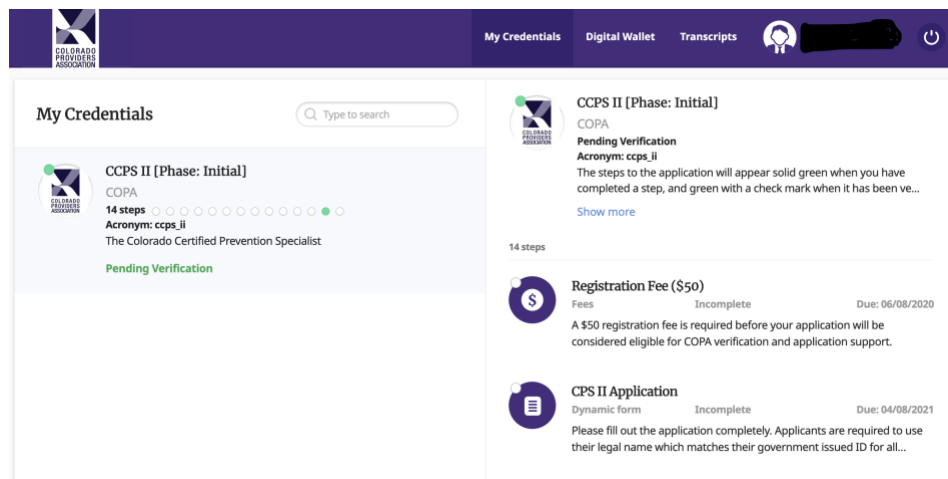
- Contact Certemy at [support@certemy.com](mailto:support@certemy.com) or call (866) 907-4088.
- Provide them with your certification, your name, current email on your account, and the email address you wish to now have attached to the account.

4. Next in the registration process, you will see a screen that asks you to verify your email to complete the registration. An Email link will be sent to the email address you used for your account registration. Click on COMPLETE REGISTRATION.



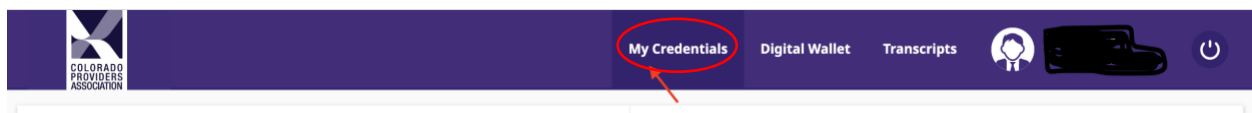
5. You will be asked for some additional information for your professional profile. Then, read the Terms & Conditions, and check the I accept box.

6. Now you will be taken to the homepage of your Certemy Account. This page lists each step required to complete your application. Screen shot below:

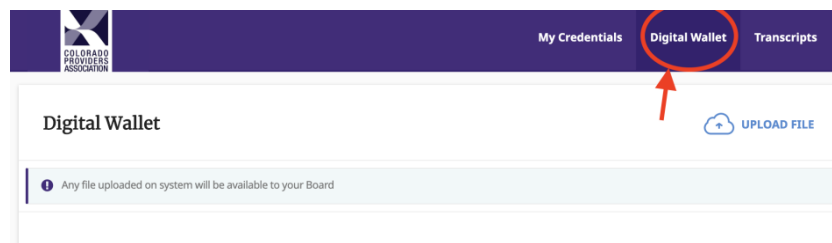


There are 14 application steps. All 12 of the 14 steps must be complete (including payment of all fees) before the application can be considered for Certification Committee review. These steps do not have to be completed in the order listed in the application. Applicants can move freely throughout the application steps, completing steps as they obtain the required information. The only steps applicants cannot complete before committee review are the *Committee Approval* step and the *IC&RC Exam* step. *Committee Approval* is completed by COPA's Certification Manager and the *IC&RC Exam* step is completed by the applicant after the committee has approved the application and the applicant has passed the examination.

7. There are a lot of functions available on your Certemy account homepage. If you click on **My Credentials** in task bar at the top of your screen, it will take you to your homepage. Screen shot of homepage shown above.



8. Once you begin uploading documents and files to your application, your **Digital Wallet** is where all of those documents can be found. They will remain within the application as well as in the Digital Wallet for your immediate access. Additionally, once an applicant's certification is finalized, their Certified Peer & Family Specialist Certificate will also be located here.



9. The **Transcripts** tab is where any educational verification documents will be housed.

10. Finally, if you click on the Profile tab, you will be taken to a page where you can manage profile information and Email Notification Settings.

It is important to review the **Email Notification Settings** tab. Here you can manage what kind of notifications you receive regarding your application and recertification.

### Emails Notifications Settings

☒ Enable all notifications

Q Type to search

#### Credential general:

- ☒ New credential assigned
- ☒ Enabled credential
- ☒ Credential file added to Digital Wallet
- ☒ File uploaded on credential accept confirmed
- ☒ File uploaded on credential accept rejected
- ☒ Credential paused, but available for completion
- ☒ Credential paused and disabled
- ☒ Employer revoked credential tracking
- ☒ Employer request to track credential
- ☒ Assignment of new credential by Employer
- ☒ Cancelled credential from detailed view
- ☒ Credential file regeneration
- ☒ Acceptance of Test Registration credential
- ☒ Completed Test Registration Credential

#### Credential steps:

- ☒ Step is nearing its due date
- ☒ Step is almost at due date
- ☒ Step pass due date
- ☒ 3 days to step due date
- ☒ 2 days to step due date
- ☒ 1 day to step due date
- ☒ Credential of type Test Registration has expired
- ☒ Approved step completion
- ☒ Rejected step completion
- ☒ Step has been paid by Employer

#### Account:

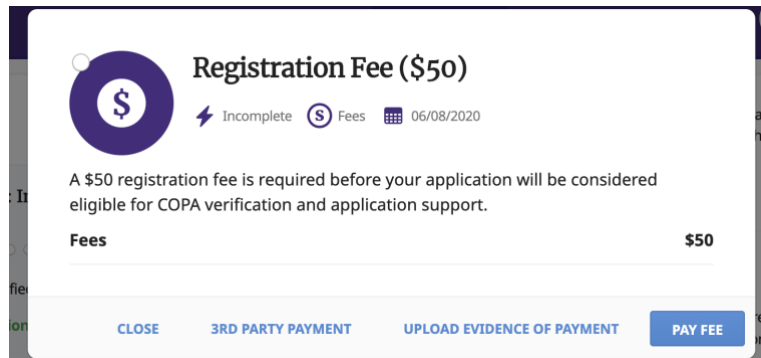
- ☒ Profile deactivated
- ☒ Profile activated

Any notifications you do not wish to receive, simply uncheck the corresponding box. If you do not want to receive any Certemy notifications, simply uncheck the **Enable all notifications** box.

## Completing the Application

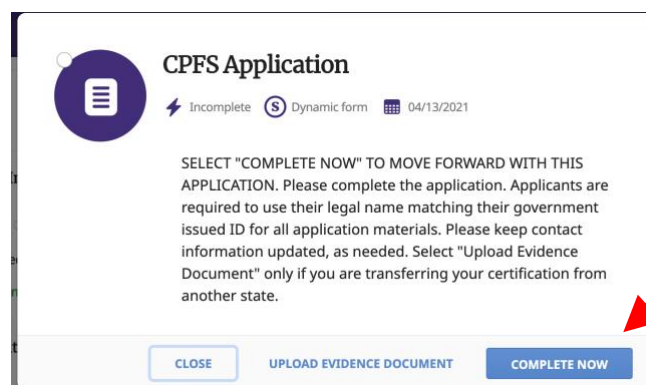
When you are ready to complete an application step, simply click on the step.

### 1. Registration Fee:

A screenshot of a web application interface titled "Registration Fee (\$50)". It features a purple circular icon with a white dollar sign. Below the icon, it says "Incomplete" with a lightning bolt icon, "Fees" with a dollar sign icon, and "06/08/2020" with a calendar icon. The main text states: "A \$50 registration fee is required before your application will be considered eligible for COPA verification and application support." Below this, there is a table with one row: "Fees" and "\$50". At the bottom, there are four buttons: "CLOSE", "3RD PARTY PAYMENT", "UPLOAD EVIDENCE OF PAYMENT", and "PAY FEE".

To complete this step, you simply click on **Pay Fee**. This will take you to a screen where you can pay by credit card. Once processed, a payment receipt will show up in your Digital Wallet. You can download this receipt for your records at any time. If any employer or other arrangement has been made for the payment of your application fees, click on **3<sup>rd</sup> Party Payment**. A pop-up screen will appear that asks you to provide a comment about who will be submitting the payment. Additionally, applicants **MUST** contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com) to make arrangements for the completion of this payment process. The Certification Manager will provide you with the documentation needed to complete a third party payment.

### 2. CPFS Application:

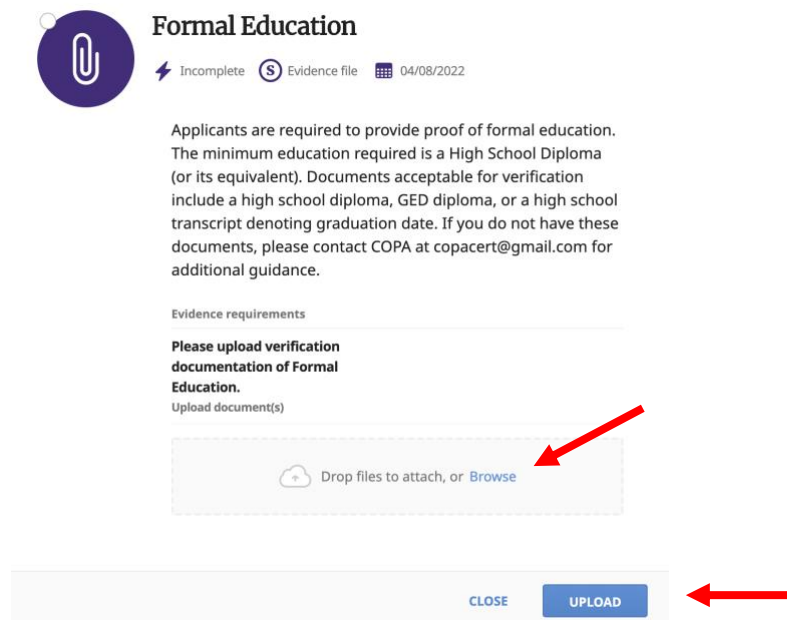
A screenshot of a web application interface titled "CPFS Application". It features a purple circular icon with a white document icon. Below the icon, it says "Incomplete" with a lightning bolt icon, "Dynamic form" with a dollar sign icon, and "04/13/2021" with a calendar icon. The main text states: "SELECT 'COMPLETE NOW' TO MOVE FORWARD WITH THIS APPLICATION. Please complete the application. Applicants are required to use their legal name matching their government issued ID for all application materials. Please keep contact information updated, as needed. Select 'Upload Evidence Document' only if you are transferring your certification from another state." At the bottom, there are three buttons: "CLOSE", "UPLOAD EVIDENCE DOCUMENT", and "COMPLETE NOW". A red arrow points to the "COMPLETE NOW" button.

This section of the application requires you to fill in your contact information. Click on the COMPLETE NOW button to complete this section of the application. **NOTE:** Applicants are required to **use their legal name** that matches their government issued photo ID (i.e. Driver's License, Passport, Military ID, etc.)! This is extremely important. The name on your application is the name used for pre-registration of your examination. Should this name not match your government issued photo ID, you will not be permitted to sit for the examination. This can result in cancelled exams, delay of certification, and additional examination fees on the part of the applicant.

### 3. Questionnaire:

Applicants are required to provide truthful answers related to alternative professional licenses or certifications in other jurisdictions, use of illegal substances, involvement in any final judgments or legal actions rendered against the applicant, etc. These are all yes/no questions, with additional information required depending on the applicant's answer. Providing false or misleading responses will result in the applicant no longer being eligible for certification or, in the case of recertification, the applicant's current certification can be revoked.

### 4. Formal Education:




In this section, applicants need to upload evidence of their formal education. This may include a high school diploma or GED, official transcript from any higher education degrees earned, etc. **Click on the Drop files to attach, or Browse** to attach the document, then click **UPLOAD**.

**NOTE:** Once a document is uploaded into a step and the applicant refreshes the page, they will notice it will say “pending” in that application step. It will remain in the *Pending* status until that step is either *Approved* or *Rejected*.

### 5. Experience:

**This section is to be completed by the Supervisor.** Once you open this section, the following screen will appear. Read all of the information carefully. Then SCROLL DOWN to the bottom of the page.



## Experience

⚡ Incomplete Ⓢ Log (Supervisor) 📅 04/13/2022

PLEASE SCROLL DOWN!!!!

\*\*\*\*\* Supervisors complete the form - not applicants.

Applicants must demonstrate at least 500 hours of volunteer or paid work experience specific to the domains of Advocacy, Mentoring and Education, Recovery/Wellness Support, and Ethics. Volunteer or paid work experience must be demonstrated over at least a 6 month period. PLEASE SCROLL DOWN AND INVITE AN AUTHORIZED INDIVIDUAL(S) THAT CAN VALIDATE YOUR EXPERIENCE HOURS.

Details

Hours required:	500
Hours completed:	0
Hours remaining:	500


Supervisor form

By scrolling down to the bottom of the screen, you will see the following:

[CLOSE](#) [INVITE SUPERVISOR](#)

Click on **INVITE SUPERVISOR**. Then the screen shot below will appear. Input the required contact information for your supervisor. **Set the Expiration Date to 14 days**. Then click **SEND INVITATION**. Once you have done this, please notify your supervisor that they will be receiving this invitation and that the link will expire in 14 days. Should they not complete the section within that time frame, you will need to re-send the link. If you are unable to re-send the link, contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).

Invite your supervisor

 Your supervisor should complete the form above in order to complete the step. Please invite your supervisor by filling in the following form.

**First name \***

**Last name \***

**Email \***

**Invitation to Supervisor expires in, days \***

**Invitation text**

Jan Smith from XYZ is inviting you to Certemy.

[CLOSE](#) [SEND INVITATION](#)

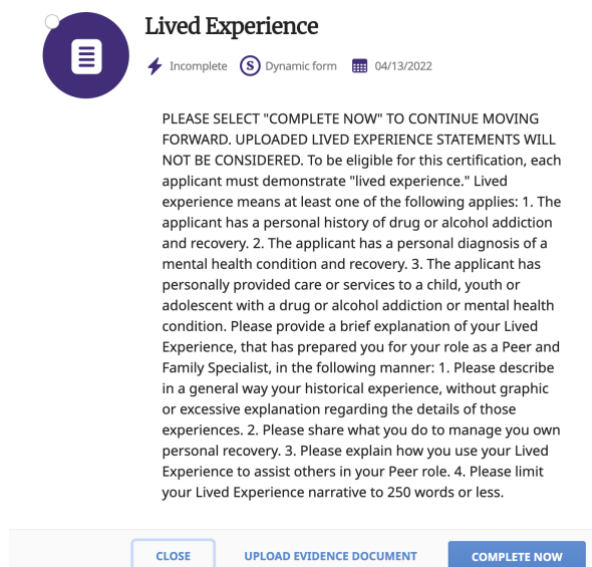


## 6. Supervised Experience:

This section is also to be completed **by the Supervisor**. It is very similar to the Experience section. Once you open the section, read all of the required instructions carefully. Then SCROLL DOWN to the bottom of the page. Click on **INVITE SUPERVISOR**. The same pop-up screen will appear as before. See above screen shot for a reference. Fill in the required information, **included expiration of 14 days**, then click **SEND INVITATION**. Once again, notify your supervisor of this invitation.

## 7. Lived Experience:

In order to complete this section, read all instructions carefully about what is required for the Lived Experience statement. When ready to submit your statement, click on the **COMPLETE NOW** button.



**Lived Experience**

⚡ Incomplete Ⓢ Dynamic form 📅 04/13/2022

PLEASE SELECT "COMPLETE NOW" TO CONTINUE MOVING FORWARD. UPLOADED LIVED EXPERIENCE STATEMENTS WILL NOT BE CONSIDERED. To be eligible for this certification, each applicant must demonstrate "lived experience." Lived experience means at least one of the following applies: 1. The applicant has a personal history of drug or alcohol addiction and recovery. 2. The applicant has a personal diagnosis of a mental health condition and recovery. 3. The applicant has personally provided care or services to a child, youth or adolescent with a drug or alcohol addiction or mental health condition. Please provide a brief explanation of your Lived Experience, that has prepared you for your role as a Peer and Family Specialist, in the following manner: 1. Please describe in a general way your historical experience, without graphic or excessive explanation regarding the details of those experiences. 2. Please share what you do to manage you own personal recovery. 3. Please explain how you use your Lived Experience to assist others in your Peer role. 4. Please limit your Lived Experience narrative to 250 words or less.

[CLOSE](#) [UPLOAD EVIDENCE DOCUMENT](#) [COMPLETE NOW](#)

## 8. Advocacy Training (10 hrs):

In this section, applicants will submit the training hours specific to Advocacy. Fill in each section that has an \*. Then applicants will upload evidence of their training, i.e. certificate of training. **Click on the Drop files to attach, or Browse** to attach the document, then click **CONTINUE** to finalize the step. Screen shot example is below.

[BACK TO MY CREDENTIALS](#)

### Advocacy Training

**Incomplete** **Education** 04/13/2022

10 hours of trainings specific to the Advocacy domain are required. Upload verification documentation including course completion certificates or transcripts. Any hours beyond the required 10 Advocacy hours should be recorded under Additional Training Requirements, and not listed in this step or they will not be counted. This includes additional Advocacy hours beyond the required 10 hours. AFTER COMPLETING ONE TRAINING, PLEASE SELECT "CONTINUE" TO RECORD ANOTHER TRAINING.

10 Hours	0 Hours	0 Hours
Incomplete	Pending verification	Completed

Education step details

Industry:	Other
Specialty:	N/A
CE type:	General CE
CE classification:	N/A
Required hours:	10
Activity type:	Online Self Paced, Webinar, Live Conference, Continuing Education Courses

#### Submit Hours for the step

Activity type \*  
Please select

Hours \*  
Value should be multiple of 0.5

Activity title \*

Activity sponsor/ Provider \*

Date when the activity was completed \*  
yyyy-mm-dd

Upload credential file(s) (up to 5 MB) \*

Drop files to attach, or [Browse](#)

**CONTINUE**

Click here to upload training certificates.

Click here to finalize the step.

## 9. Ethical Responsibility Training (16 hrs):

This section is similar to the previous section. Read all hour requirements in the application section carefully. Applicants will submit the training hours specific to Ethics Training. Fill in each section that has an \*. Then applicants upload evidence of their training, i.e. certificate of training. **Click on the Drop files to attach, or Browse** to attach the document, then click **CONTINUE** to finalize the step. Screen shot example of this section is below.

[BACK TO MY CREDENTIALS](#)

### Ethical Responsibility Training

**Incomplete** **Education** 04/13/2022

16 hours of trainings specific to the Ethical Responsibility domain are required. Upload verification documentation including course completion certificates or transcripts. Any hours beyond the required 16 Ethical Responsibility hours should be recorded under Additional Training Requirements, and not listed in this step or they will not be counted. This includes additional Ethical Responsibility hours beyond the required 16 hours.

16 Hours	0 Hours	0 Hours
Incomplete	Pending verification	Completed

Education step details

Industry:	Other
Specialty:	N/A
CE type:	General CE
CE classification:	N/A
Required hours:	16
Activity type:	Online Self Paced, Webinar, Live Conference, Continuing Education Courses

#### Submit Hours for the step

Activity type \*  
Please select

Hours \*  
Value should be multiple of 0.5

Activity title \*

Activity sponsor/ Provider \*

Date when the activity was completed \*  
yyyy-mm-dd

Upload credential file(s) (up to 5 MB) \*

Drop files to attach, or [Browse](#)

**CONTINUE**

## 10. Mentoring and Education Training (10 hrs):

This section is similar to the previous section. Read all hour requirements in the application section carefully. Applicants will submit the training hours specific to Mentoring and Education. Fill in each section that has an \*. Then applicants upload evidence of their training, i.e.

certificate of training. **Click on the Drop files to attach, or Browse** to attach the document, then click **CONTINUE** to finalize the step. Screen shot example of this section is below.

[BACK TO MY CREDENTIALS](#)

### Mentoring and Education Training

**Incomplete** Education 04/13/2022

10 hours of trainings specific to the Mentoring and Education domain are required. Upload verification documentation including course completion certificates or transcripts. Any hours beyond the required 10 Mentoring and Education hours should be recorded under Additional Training Requirements, and not listed in this step or they will not be counted. This includes additional Mentoring and Education hours beyond the required 10 hours.

**10 Hours** Incomplete **0 Hours** Pending verification **0 Hours** Completed

Education step details

Industry:	Other
Specialty:	N/A
CE type:	General CE
CE classification:	N/A
Required hours:	10
Activity type:	Online Self Paced, Webinar, Live Conference, Continuing Education Courses

#### Submit Hours for the step

Activity type \*  
Please select

Hours \*  
Value should be multiple of 0.5

Activity title \*

Activity sponsor/ Provider \*

Date when the activity was completed \*  
yyyy-mm-dd

Upload credential file(s) (up to 5 MB) \*

Drop files to attach, or [Browse](#)

**CONTINUE**

## 11. Recovery/Wellness Support Training (10 hrs):

As with the previous sections, the steps are similar. Read all hour requirements in the application section carefully. Applicants will submit the training hours that align with Recovery/Wellness Support. Fill in each section that has an \*. Then upload evidence of training, i.e. certificate of training. **Click on the Drop file to attach, or Browse** to attach the document, then click **CONTINUE** to finalize the step. Screen shot example of this section is below.

[BACK TO MY CREDENTIALS](#)

### Recovery/Wellness Support Training

**Incomplete** Education 04/13/2022

10 hours of trainings specific to the Recovery/Wellness Support domain are required. Upload verification documentation including course completion certificates or transcripts. Any hours beyond the required 10 Recovery/Wellness Support hours should be recorded under Additional Training Requirements, and not listed in this step or they will not be counted. This includes additional Recovery/Wellness Support hours beyond the required 10 hours.

**10 Hours** Incomplete **0 Hours** Pending verification **0 Hours** Completed

Education step details

Industry:	Other
Specialty:	N/A
CE type:	General CE
CE classification:	N/A
Required hours:	10
Activity type:	Online Self Paced, Webinar, Live Conference, Continuing Education Courses

#### Submit Hours for the step

Activity type \*  
Please select

Hours \*  
Value should be multiple of 0.5

Activity title \*

Activity sponsor/ Provider \*

Date when the activity was completed \*  
yyyy-mm-dd

Upload credential file(s) (up to 5 MB) \*

Drop files to attach, or [Browse](#)

**CONTINUE**

## 12. Additional Training Requirements (14 hrs):

Read all hour requirements in the application section carefully. Fill in each section that has an \*. Then upload evidence of training, i.e. certificate of training. **Click on the Drop file to attach, or Browse** to attach the document, then click **CONTINUE** to finalize the step. Screen shot example of this section is below.

[← BACK TO MY CREDENTIALS](#)

### Additional Training Requirements

Incomplete Education 04/13/2022

In addition to the IC&RC domain specific training requirements, applicants must complete 14 additional hours of training in order to reach the required 60 hours of trainings. These 14 hours should still fall under an IC&RC domain. Upload verification documentation including course completion certificates or transcripts.

14 Hours	0 Hours	0 Hours
Incomplete	Pending verification	Completed

Education step details

Industry:	Other
Specialty:	N/A
CE type:	General CE
CE classification:	N/A
Required hours:	14
Activity type:	Online Self Paced, Webinar, Live Conference, Continuing Education Courses

### Submit Hours for the step

Activity type \*  
Please select

Hours \*  
Value should be multiple of 0.5

Activity title \*

Activity sponsor/ Provider \*

Date when the activity was completed \*  
yyyy-mm-dd

Upload credential file(s) (up to 5 MB) \*

Drop files to attach, or [Browse](#)

[CONTINUE](#)

**Note:** Additional topic areas **must** include: trauma informed care, cultural sensitivity, whole health, substance use, mental health, and family support if not already covered.

### 13. Code of Ethical Conduct:

In this section, applicants must download and review the [CPFS Code of Ethics](#). When this is complete, click on the **COMPLETE NOW** button. A new pop-up will appear and applicants must answer acknowledgement statements about adhering to the code of conduct. Once complete, click **CONTINUE** to finalize this section.

### Code of Ethical Conduct

Incomplete Dynamic form 04/08/2022

Please download and review COPA's Code of Ethical Conduct from the following site:  
<https://www.copvidersassociation.org/prevention-ethical-violations-1>

[CLOSE](#) [UPLOAD EVIDENCE DOCUMENT](#) [COMPLETE NOW](#)

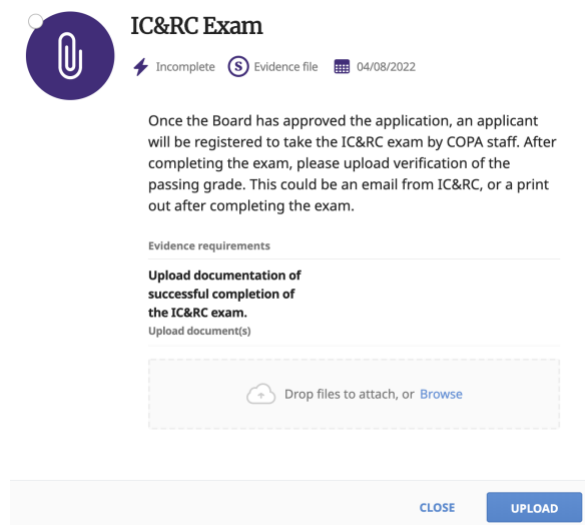
### 12. Application Fee:

This section is the same as the Registration Fee section. To complete this step, you simply click on **Pay Fee**. This will take you to a screen where you can pay by credit card. Once processed, a payment receipt will show up in your Digital Wallet. You can download this receipt for your records at any time. If any employer or other arrangement has been made for the payment of your application fees, click on **3<sup>rd</sup> Party Payment**. A pop-up screen will appear that asks you to provide a comment about who will be submitting the payment. Additionally, applicants **MUST** contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com) to make arrangements for the completion of this payment process. The Certification Manager will provide you with the documentation needed to complete a third-party payment.

## Finalizing the Certification

If all of the above steps have been completed correctly, the application is ready for Certification Committee review. Certification Committees meet every other month to review applications. To be eligible for review, applications must be submitted 10 days before the scheduled committee meeting. The committee meeting schedule and submission deadlines can be found on COPA's website at on the [Dates: Applications & Meetings](#) page. Applicants should be aware of deadline submission due dates and meetings. So, what happens next?

1. Once the Certification Committee has reviewed the application and if it is approved, the Certification Manager will approve the **Certification Committee Approval** step in the application.
2. Then, the Certification Manager pre-registers the candidate for the exam with SMT. The Certification Manager will notify the candidate that they are approved to take the exam and have been pre-registered.
3. The next step is for the candidate to schedule the exam with SMT and take the exam.
4. Once the candidate passes the exam, the Certification Manager will notify the applicant of their exam results.
5. **It is the responsibility of the candidate to upload their passing examination letter from SMT into the IC&RC Exam step within the application.**



**IC&RC Exam**

⚡ Incomplete    📄 Evidence file    📅 04/08/2022

Once the Board has approved the application, an applicant will be registered to take the IC&RC exam by COPA staff. After completing the exam, please upload verification of the passing grade. This could be an email from IC&RC, or a print out after completing the exam.

**Evidence requirements**

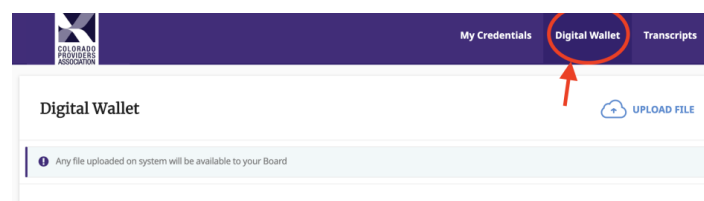
**Upload documentation of successful completion of the IC&RC exam.**

Upload document(s)

Drop files to attach, or [Browse](#)

[CLOSE](#) [UPLOAD](#)

6. When the examination letter has been uploaded into the application step, the Certification Manager will finalize the certification. Professionals will then be able to access their CPFS Certificate in the **Digital Wallet** in their Certemy account. It is highly recommended that professionals download a copy for their records.



Colorado Professional Association

[My Credentials](#) [Digital Wallet](#) [Transcripts](#)

**Digital Wallet**

Any file uploaded on system will be available to your Board

## IC&RC Exam Information

After the applicant is approved by the Certification Committee to sit for the examination, the Certification Manager will pre-register the applicant with the testing company, Schroeder Measurement Technologies, Inc. (SMT). The applicant will receive an email from SMT confirming their pre-registration. The Certification Manager will notify applicants of their application approval and exam pre-registration as well as provide study materials and resources.

- Once the applicant receives the registration link from SMT, they have 1 year to take the exam.
- To schedule and sit for the exam, **applicants must register using their legal name** as listed on their government issued photo ID (i.e. driver's license, passport, military ID, etc.). If the name on the application/registration does not match your photo ID, the testing site will not allow you to sit for the exam. You will then be required to reschedule and pay an additional examination fee. Additionally, professionals needing to retake the exam, must *wait 90 days* after the originally scheduled test date.
- This computer-based exam is administered statewide.
- The testing fee is included in the initial application fee. Subsequent exams will have to be paid for by the applicant.
- Examination Content:
  - 75 questions + 10 pre-test questions
  - 2 hours to complete
  - The exam includes the following four domains:
    - Advocacy
    - Recovery/Wellness Support
    - Mentoring & Education
    - Ethical Responsibility
  - Special Accommodations may be available. Please contact the Certification Manager for additional information at [copacert@gmail.com](mailto:copacert@gmail.com).
- For more information on the examination domains, see the IC&RC Domains page of this manual.

## Recertification Requirements

### 1. Recertification Timeline

- CPFS certification is valid for 2 years.
- Renewal dates are based upon the initial certification date.
- Individuals can add continuing education trainings to the online application system at any time during the two-year recertification cycle.
- If the recertification requirements are met prior to the expiration date, the candidate's application will be reviewed by the Peer and Family Certification Committee.
- It is recommended that the recertification application be submitted at least 3 months prior to the expiration date. This prevents the certification from expiring.

### 2. Recertification Hours Requirements

- **30 hours** of continuing education trainings/workshops within the last two years
- Hours should correspond to the [IC&RC Domains](#)
- Of the required 30 hours of continuing education, **6 hours of ethics** training is required.

### 3. Training Restrictions & Limitations

- **Offline, self-paced trainings, independent studies, or community meetings are *NOT* acceptable forms of training.**
- Continuing education hours must have occurred during the two years between the certification date (or previous renewal date) and the date of expiration. For example, if the CPFS certificate was earned in June 2017, then the continuing education hours submitted must have been earned between June 2017- June 2019.
- Submission of duplicate courses taken within the two year renewal cycle are not permitted (e.g., Boundaries 2017 and Boundaries 2018)

### 4. Training Documentation – Certificates of Attendance

- Certificates of attendance/completion are required to verify training hours.
- Certificates of completion should include the following:
  - training center/organization name
  - trainer's name
  - professional's name
  - hours completed
  - date of training
- **Conference or training agendas/brochures *do not* meet the requirements for evidence of training completion.**
- If you do not have a certificate of training, please contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).

### 5. Recertification Fees

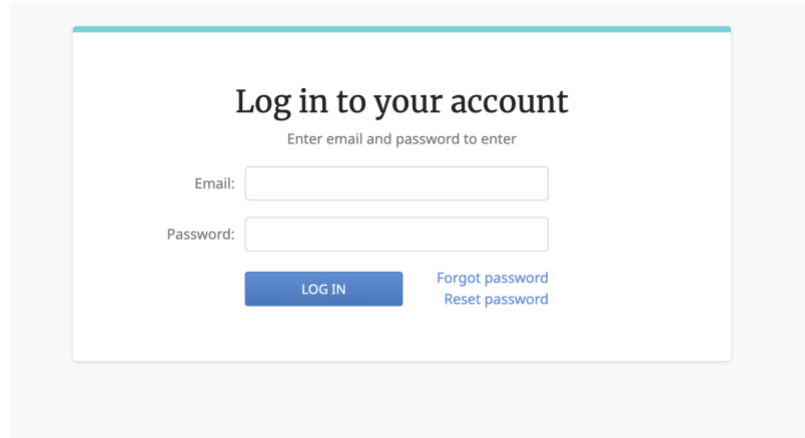
- \$200 Renewal Fee
- **Lapsed Certifications:**
  - All certified professionals should review the recertification application well in advance of the expiration date. A **Reinstatement Fee** of **\$50** is due if the recertification is late between one day and 12 months. After 12 months,

recertification is not possible, and an applicant will have to reapply for the certification, meeting all current requirements.



## Recertification Process

1. To start the recertification process, professionals must sign into their account in the online [Certemy](#) application system. Once you have done this the following login screen will appear.

A screenshot of the Certemy login interface. It features a white rectangular box centered on a light blue background. Inside the box, the text "Log in to your account" is displayed in a bold, black font. Below this, a smaller line of text reads "Enter email and password to enter". There are two input fields: "Email:" followed by a text box, and "Password:" followed by a text box. Below the password field is a blue button with the text "LOG IN" in white. To the right of the button are two links: "Forgot password" and "Reset password", both in blue text.

If you are unable to remember your password, click **Forgot Password**. This will send a reset link to the email address associated with your account. Yet another reason professionals should use a personal, more permanent email address for their Certemy account. Should you no longer have access to the email on your Certemy account, you will not be able to access your recertification application.

**Note:** If you have any issues logging into your Certemy account, contact Certemy at [support@certemy.com](mailto:support@certemy.com) or call (866) 907-4088. Provide the certification, your name, and email address you are attempting to sign in with. If you do not hear back from Certemy, please contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com) for further assistance.

2. Once logged into the account, professionals can begin the recertification application.

### 3. Update Contact Information

- Professionals are required to check all of their contact information currently on file and make any updates necessary.

### 4. Educational Training Requirements

- At least 30 hours of continuing educational training/workshops/etc. are required every two years. This includes the required 6 hours in professional ethics and responsibilities received within the two-year re-certification cycle. For more information and specifics regarding recertification training hours, please visit the [Recertification](#) section on COPA's CPFS website or the previous section of this manual.
- Just as was done for the initial certification, professionals will be asked to upload the training information for each training certificate they are submitting. For more information on how to do this, see the **Completing the Application** section of this manual.

### 5. Code of Ethical Conduct

- Professionals must download and review the most recent [Code of Ethical Conduct](#) and answer the attestation questions stating the professional will uphold the ethical practice codes.

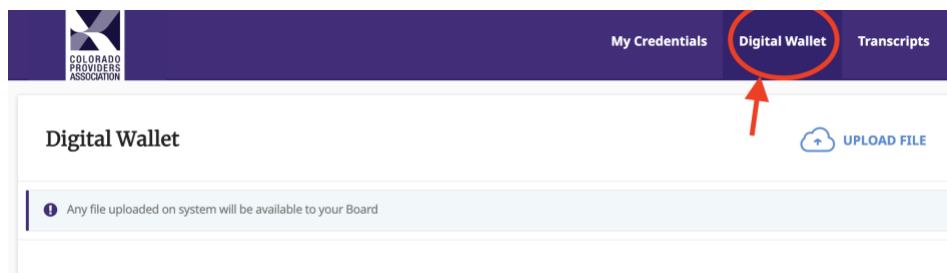
- After all of the questions are answered, the professional signs the form. Nothing is to be uploaded in this section. **Ethical training hours are to be submitted in the Educational Training Requirements step.**

## 6. Recertification Fee

- A \$200 fee is required to process your CPFS renewal application. If using a Third-Party Payer, select the Third-Party Payer tab and proceed from there. Once this is complete, please inform [copacert@gmail.com](mailto:copacert@gmail.com) that you have requested Third Party Payer.
- **Lapsed Certification:** A Reinstatement Fee of \$50 is due if the re-certification is late between one day and 12 months. After 12 months, re-certification is not possible, and an applicant would have to reapply for the credential, meeting all current requirements.

## 7. Recertification Verification

- Once your recertification application is complete (meaning ALL sections of the application are submitted), your application will be submitted to the Certification Committee for review.
- Upon approval, the Certification Manager will finalize your new certification, notify you, and your updated certificate will be available in your **Digital Wallet**.



- Upon recertification, the next 2-year recertification cycle begins and professionals can immediately start accruing continuing education hours.

## Submission Deadlines & Committee Meeting Dates

### ***Application Eligibility for Review***

In order for an application to be eligible for committee review, ***ALL*** sections of the application must be complete. This includes payment of any fees. The only exceptions to this are the Committee Approval step, the IC&RC Exam step, and the Recertification Verification step. The *IC&RC Exam* step can only be completed after an applicant applying for initial certification has had their application approved by the Certification Committee. The *Committee Approval* and *Recertification Verification* steps are completed by the Certification Manager once the committee has approved an application.

### ***Committee Meeting Schedule***

The Certification Committee meets every other month to conduct application reviews. The Certification Committee meeting schedule and submission deadlines can be found on COPA's CPFS website. To see the meeting dates for this year, click below.

[CPFS Committee Meeting Schedule and Application Submission Due Dates](#)

### ***Submission Deadlines***

Should applicants wish to have their application reviewed by the Certification Committee, it must be completed 10 days prior to the next committee meeting. If the application is not complete by 10-day deadline, it will not be eligible for review until the next meeting. A schedule of submission deadlines can be found by clicking on the link above.

## IC&RC Domains

The [International Certification & Reciprocity Consortium](#) (IC&RC) is an international credentialing organization. Since 1981, the IC&RC has protected the public by establishing standards and facilitating reciprocity for the credentialing of addiction-related professionals. More than 50,000 prevention professionals hold IC&RC credentials — including about half of all substance abuse professionals in the United States. The IC&RC has 76 member boards in 24 countries, 47 in the United States and territories, five Native American territories and all branches of the U.S Armed Forces.

Domain	Competencies
Advocacy	<ul style="list-style-type: none"> <li>• Relate to the individual as an advocate</li> <li>• Advocate within systems to promote person-centered recovery/wellness support services</li> <li>• Describe the individual's rights and responsibilities</li> <li>• Apply the principles of individual choice and self-determination</li> <li>• Explain importance of self-advocacy as a component of recovery/wellness</li> <li>• Recognize and use person-centered language</li> <li>• Practice effective communication skills</li> <li>• Differentiate between the types and levels of advocacy</li> <li>• Collaborate with individual to identify, link, and coordinate choices with resources</li> <li>• Advocate the multiple pathways to recovery/wellness</li> <li>• Recognize the importance of a holistic (e.g., mind, body, spirit, environment) approach to recovery/wellness.</li> </ul>

Ethical Responsibility	<ul style="list-style-type: none"><li>• Recognize risk indicators that may affect the individual's welfare and safety</li><li>• Respond to personal risk indicators to assure welfare and safety</li><li>• Communicate to support network personal issues that impact ability to perform job duties</li><li>• Report suspicions of abuse or neglect to appropriate authority</li><li>• Evaluate the individual's satisfaction with their progress toward recovery/wellness goals</li><li>• Maintain documentation and collect data as required</li><li>• Adhere to responsibilities and limits of role</li><li>• Apply fundamentals of cultural competency</li><li>• Recognize and adhere to the rules of confidentiality</li><li>• Recognize and maintain professional and personal boundaries</li><li>• Recognize and address personal and institutional biases and behaviors</li><li>• Maintain current, accurate knowledge of trends and issues related to wellness and recovery</li><li>• Recognize various crisis and emergency situations</li><li>• Use organizational/departmental chain of command to address or resolve issues</li><li>• Practice non-judgmental behavior</li></ul>
Mentoring and Education	<ul style="list-style-type: none"><li>• Serve as a role model for an individual</li><li>• Recognize the importance of self-care</li></ul>

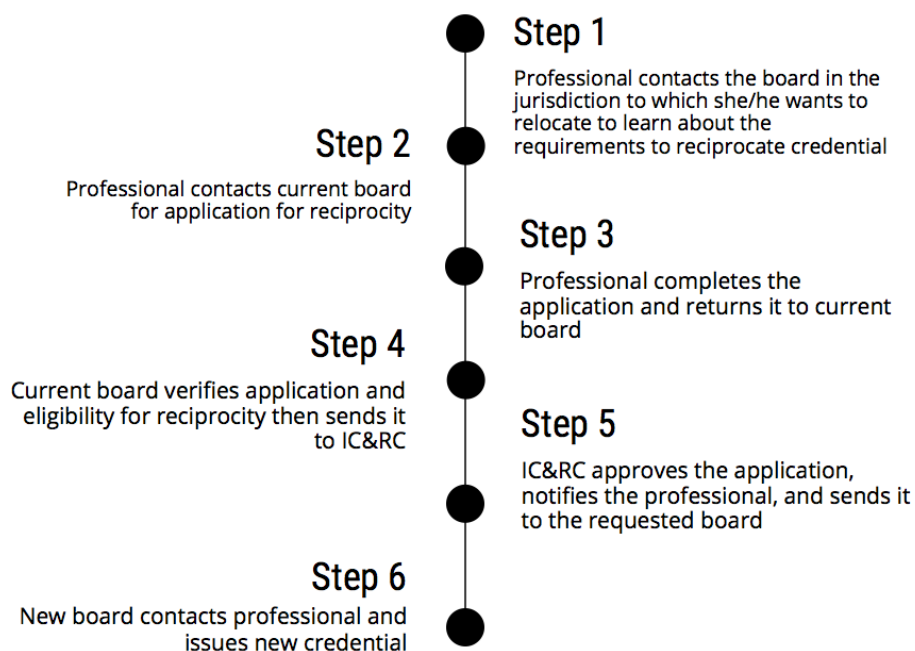
	<ul style="list-style-type: none"><li>• Establish and maintain a peer relationship rather than a hierarchical relationship</li><li>• Educate through shared experiences</li><li>• Support the development of health behavior that is based on choice</li><li>• Describe the skills needed to self-advocate</li><li>• Assist the individual in identifying and establishing positive relationships</li><li>• Establish a respectful, trusting relationship with the individual</li><li>• Demonstrate consistency by supporting individuals during ordinary and extraordinary times</li><li>• Support the development of effective communication skills</li><li>• Support the development of conflict resolution skills</li><li>• Support the development of problem-solving skills</li><li>• Apply principles of empowerment</li><li>• Provide resource linkage to community supports and professional services</li></ul>
Recovery & Wellness Support	<ul style="list-style-type: none"><li>• Assist the individual with setting goals</li><li>• Recognize that there are multiple pathways to recovery/wellness</li><li>• Contribute to the individual's recovery/wellness team(s)</li><li>• Assist the individual to identify and build on their strengths and resiliencies</li><li>• Apply effective coaching techniques such as Motivational Interviewing</li><li>• Recognize the stages of change</li><li>• Recognize signs of distress</li></ul>

	<ul style="list-style-type: none"><li>• Develop tools for effective outreach and continued support</li><li>• Assist the individual in identifying support systems</li><li>• Practice a strengths-based approach to recovery/wellness</li><li>• Assist the individual in identifying basic needs</li><li>• Apply basic supportive group facilitation techniques</li><li>• Recognize and understand the impact of traumas</li></ul>

## Reciprocity

Reciprocity refers to the process of transferring credentials from one jurisdiction to another. Provided the jurisdiction has reciprocity, professionals who hold eligible certifications or licenses are able to transfer their credentials between jurisdictions.

1. Professional contacts the IC&RC Member Board in the jurisdiction to which s/he wants to relocate to learn about the requirements to reciprocate credential.
2. Professional contacts current IC&RC Member Board for Reciprocity Application.
3. Professional completes the application and returns it to current board with the appropriate fee.
4. Current board verifies application and sends it to IC&RC.
5. IC&RC approves the application, notifies the professional, and sends it to the board in new the location.
6. The new board contacts the professional when the process is completed.



For more information and resources regarding the reciprocity process, please visit the [IC&RC Reciprocity](#) page.



## Code of Ethics

### Colorado Certified Peer and Family Support Specialist Code of Ethical Conduct

#### UNLAWFUL CONDUCT

Rule 1.1: Once certified, a certified professional shall not be cited, arrested, or convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming a certified professional as determined by the Board.

Rule 1.2: Once certified, a certified professional shall not be convicted of any crime that involves the misuse of any controlled or psychoactive substance.

#### ROMANTIC/SEXUAL MISCONDUCT

Rule 2.1: A certified professional shall, under no circumstances, engage in romantic/sexual activities or romantic/sexual contact with recovery support service (RSS) recipients, whether such contact is consensual or forced.

Rule 2.2: A certified professional shall not engage in romantic/sexual activities or romantic/sexual contact with RSS recipients' relatives or other individuals with whom RSS recipients maintain a close personal relationship when there is a risk of exploitation for potential harm to the recovery support service (RSS) recipient.

Rule 2.3: A certified professional shall not engage in romantic/sexual activities or romantic/sexual contact with former clients because of the potential harm to the client.

Rule 2.4: A certified professional shall not provide recovery services to individuals with whom they have had a prior romantic/sexual relationship.

Rule 2.5: In circumstances where prior relationships were unknown, it is the responsibility of the certified professional to seek supervisory consultation.

#### FRAUD-RELATED CONDUCT

Rule 3.1: An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes but is not limited to the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.

Rule 3.2: An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

Rule 3.3: A certified professional shall not provide service under a false name or a name other than the name under which his or her certification or license is held.

Rule 3.4: A certified professional shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

Rule 3.5: A certified professional shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

Rule 3.6: A certified professional who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the certified professional should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

#### DUAL RELATIONSHIPS/EXPLOITATION OF RECOVERY SUPPORT SERVICE RECIPIENTS

Rule 4.1: A certified professional shall not develop, implement, or maintain dual or exploitative relationships with RSS recipients and/or family members of RSS recipients.

Rule 4.2: A certified professional shall not misappropriate property from RSS recipients and/or family members of RSS recipients.

Rule 4.3: A certified professional shall not enter into a relationship with a RSS recipient which involves financial gain to the certified professional or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.

Rule 4.4: A certified professional shall not promote to a RSS recipient for their personal gain any treatment, procedure, product, or service.

Rule 4.5: A certified professional shall not ask for gifts or favors nor accept gifts of significant value from RSS recipients and/or family members of RSS recipients.

Rule 4.6: A certified professional shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a RSS recipient referral.

Rule 4.7: A certified professional shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the certified professional is employed.

Rule 4.8: A certified professional shall not loan, give or receive money or payment for any services to or from individuals they serve.

#### PROFESSIONAL STANDARDS

Rule 5.1: A certified professional shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, physical disability, or pathway to recovery.

Rule 5.2: A certified professional who fails to seek treatment for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other physical

health related adversity that interferes with their professional functioning shall be in violation of this rule. Where any such conditions exist and impede their ability to function competently, a certified professional must request inactive status of their credential for medical reasons for as long as necessary.

Rule 5.3: A certified professional shall meet and comply with all terms, conditions, or limitations of a certification or license.

Rule 5.4: A certified professional shall not engage in conduct that does not meet the generally accepted standards of practice.

Rule 5.5: A certified professional shall not perform services outside of their area of training, expertise, or competence.

Rule 5.6: A certified professional shall not reveal confidential information obtained as the result of a professional relationship without the prior written consent from the recipient of services, except as authorized or required by law.

Rule 5.7: The certified professional shall not permit publication of photographs, disclosure of RSS recipient names or records, or the nature of services being provided without securing all requisite releases from the RSS recipient, or parents or legal guardians of the RSS recipients.

Rule 5.8: The certified professional shall not discontinue professional services to a RSS recipient nor shall they abandon the RSS recipient without facilitating an appropriate closure of professional services for the RSS recipient.

Rule 5.9: A certified professional shall not fail to obtain an appropriate consultation or make an appropriate referral when the RSS recipient's problem is beyond their area of training, expertise, or competence.

Rule 5.10: A certified professional shall engage in self-care activities to maintain and promote their emotional, physical, mental, and spiritual well-being to best meet their professional responsibilities.

Rule 5.11: A certified professional will practice safe and healthy disclosure about their own experience through general sharing focused on providing hope and direction toward recovery.

## SAFETY & WELFARE

Rule 6.1: A certified professional shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

Rule 6.2: All certified professionals shall report any suspected abuse, neglect or exploitation. In all instances. The certified professional should disclose the least amount of confidential information necessary to achieve the desired purpose.

## RECORD KEEPING

Rule 7.1: A certified professional shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the RSS recipient record.

#### ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

Rule 8.1: A certified professional shall not refer a RSS recipient to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

#### DISCIPLINE IN OTHER JURISDICTIONS

Rule 9.1: A certified professional holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the Board of such disciplinary action.

#### COOPERATION WITH THE BOARD

Rule 10.1: A certified professional shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any RSS recipient or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending.

Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified professional's credential until the ethical complaint is resolved.

Rule 10.2: A certified professional shall:

1. not make a false statement to the Board or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could

take corrective action;

3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another certified professional has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3: A certified professional shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4: A certified professional with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the Board investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the Board investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5: A certified professional shall not file a complaint or provide information to the Board, which he/she knows or should have known, is false or misleading.

Rule 10.6: In submitting information to Board, a certified professional shall comply with any requirements pertaining to the disclosure of RSS recipient information established by the federal or state government.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Grievance Procedures & Ethical Violations

COPA and the Colorado Prevention Specialist Certification Committee take potential violations of the [Code of Ethics](#) very seriously. The process for reporting a potential ethical violation is explained below. Please contact the Certification Manager directly ([copacert@gmail.com](mailto:copacert@gmail.com)) if you have questions or need to report a potential ethical violation.

### Violations of the Code of Ethics

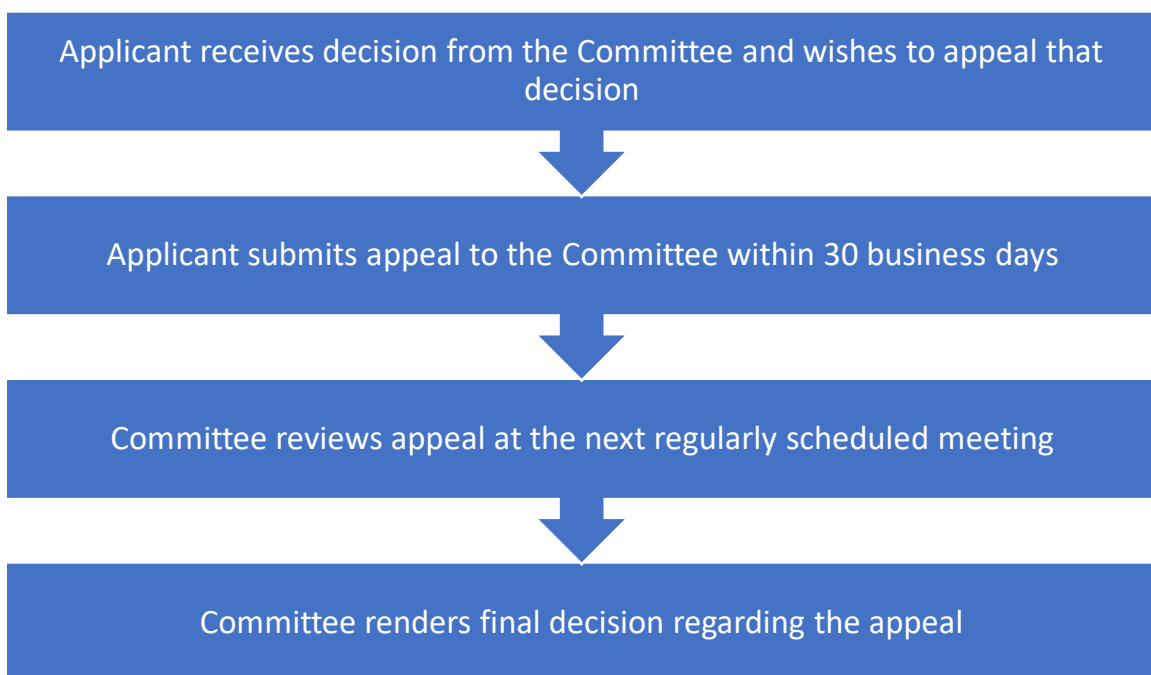
All Colorado Peer and Family Specialists must adhere to the CPFS Code of Ethics. The Peer and Family Specialist Certification Committee (PFSCC) has authority to investigate any potential violation.

The process for investigating a complaint is as follows:

1. The Complainant must submit a written complaint to the Certification Manager. The Complainant must submit evidence regarding the specific breach of the Code of Ethics. Anonymous complaints will not be submitted to the PFSCC.
2. The Certification Manager will submit that written complaint to the PFSCC.
3. The PFSCC will determine whether an investigation is warranted.
4. If an investigation is not warranted, the Complainant will be notified.
5. If an investigation is warranted, a letter requesting an explanation will be sent to the Respondent (person against whom the complaint has been submitted).
6. The Respondent has 30 days within which to respond.
7. The PFSCC will determine their next course of action based on the Respondent's submission (or lack thereof).
8. If the PFSCC determines that the Respondent has violated the Code of Ethics or standard of practice, the PFSCC may issue sanctions against the Respondent. Sanctions may include:
  - Suspension of an application or certification for up to two years
  - Permanent revocation of the application or certification
  - Other sanctions deemed appropriate by the PFSCC
9. The Respondent will be notified of the PFSCC's decision within 10 business days of their decision.
10. The Respondent has the right to appeal the PFSCC's decision. To appeal the decision, the Respondent must submit a written notice of appeal to COPA Executive Committee (EC), within 20 business days of receiving notification of the PFSCC's decision. The written notice shall clearly indicate the Respondent's intent to appeal, reasons for the appeal, and additional information the Respondent believes to be relevant to the case.
  - The EC shall consider an appeal at the next regularly scheduled EC Board meeting following the receipt of the written notice of appeal. At its discretion, the EC may schedule an appeal hearing for appellant prior to the review of a written appeal. The EC's review of an appeal shall be the final decision regarding sanctions.

## Appeals

The purpose of appeal is to determine if the Colorado Peer and Family Specialist Certification Committee (CPFCC) accurately, adequately and fairly reviewed an applicant's file. A letter requesting an appeal must be made to the CPFCC in writing within 30 days of the notification of the committee's action. A person shall be considered notified three days after the relevant date of notification. The written appeal will be sent to the CPFCC, which, in turn, will thoroughly review the entire application and materials to determine whether the applicant should have been denied approval. An applicant will be notified in writing about the findings of the Colorado Peer and Family Specialist Certification Committee.



For information on submitting an appeal to the Certification Committee contact [copacert@gmail.com](mailto:copacert@gmail.com).

## Frequently Asked Questions

**Q: What happens to my certification if I relapse or become otherwise impaired?**

A: Certified professionals must adhere to the CPFS Code of Ethics. In the event of impairment or relapse, the certificate holder will need to contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com). The Certification Manager will seek direction from the Prevention Committee.

**Q: What type of email address is the best to use in my application?**

A: Applicants are encouraged to use a personal, more permanent email for their application/certification account. Emails attached to an applicant's employment might block communications from COPA due to strict firewall protections, leaving COPA no way to contact the applicant with status updates. Additionally, if an applicant experiences a change in employment and does not update their contact information in the application, COPA has no way of contacting you with certification updates.

**Q: How do I change the email address on my Certemy account?**

A: Contact Certemy at [support@certemy.com](mailto:support@certemy.com) or call (866) 907-4088. Provide your name, current email on your account, and the email address you wish to now have attached to the account.

**Q: What happens if I let my certification lapse?**

A: All certified professionals should review the re-certification application well in advance of the expiration date. A Reinstatement Fee of \$50 is due if the re-certification is late between one day and 12 months. After 12 months, re-certification is not possible, and an applicant would have to reapply for the credential, meeting all current requirements. If the application is incomplete, the applicant will be notified.

**Q: What happens to my certification if I move to or leave Colorado?**

A: For information regarding Reciprocity, please visit the [IC&RC Reciprocity](#) page.

**Q: What if I did not receive a training certificate?**

A: Questions regarding trainings or work experience should be directed to the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com).

**Q: Where can I find my certificate once I am approved?**

A: Once approved, your certificate and other documents can be found in your Digital Wallet within your Certemy account. It is recommended that you download a copy for your records.



**Q: How do I know if a training aligns with the IC&RC domains?**

A: Questions about a particular training may be directed to the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com). However, please note the Certification Manager is **not permitted** to tell applicants where to post trainings within the application, i.e. complete the application for the applicant. Should the applicant not be able to find the answer they are looking for from the IC&RC resources, the Certification Manager will seek direction from the appropriate committee.

**Q: What educational training formats are acceptable?**

A: Live conference or training, webinar, or online, self-paced are acceptable training formats. Offline, self-paced trainings, independent studies, or community meetings are **not** acceptable forms of training for this certification.

**Q: Will I be notified when my re-certification is due?**

A: Renewal notices are sent electronically several months prior to the renewal date. Ultimately, it is the responsibility of the certified professional to know when their certification is up for renewal. It is important to make sure your email address is up-to-date.

**Q: How do I reset my password in the online application system if I haven't been able to do it on my own?**

A: Contact Certemy at [support@certemy.com](mailto:support@certemy.com) or call (866) 907-4088. Provide the certification, your name, and email address you are attempting to sign in with. If you do not hear back from Certemy, please contact the Certification Manager at [copacert@gmail.com](mailto:copacert@gmail.com) for further assistance.