



## **ACCBO**

2054 N Vancouver Ave, Portland, OR 97227

(503) 231-8164

accbo@accbo.com

<http://www.accbo.com>

# **CERTIFIED Addiction Peer Recovery Counselor (PRC)**

### **DIRECTIONS**

- \_\_\_\_\_ Complete this application
- \_\_\_\_\_ Attach a photocopy of your State Identification
- \_\_\_\_\_ Attach a copy of your completion certificate for an AMH Approved Peer training program and other trainings.
- \_\_\_\_\_ Attach a copy of HS Diploma/GED
- \_\_\_\_\_ Complete Confidential Release of Information
- \_\_\_\_\_ Attach check or money order for \$150 to ACCBO for application and national examination fee. Certification is valid for two years. Every two years, the recertification applicant must demonstrate 20 clock hours of continuing education, including a minimum of 6 hours of “ethics, boundaries and/or self-care” training.

**OREGON HEALTH AUTHORITY  
ADDICTIONS & MENTAL HEALTH DIVISION  
ORS 443.004/OAR 407-007-0277 Crimes**

Public funds may not be used to support, in whole or in part, the employment in any capacity of an individual having contact with a recipient of support services or a resident of a residential facility or an adult foster home, of a mental health or substance abuse treatment provider who has been convicted of the following convictions. **ORS 443.004/OAR 407-007-0277 impacts anyone with this type of employment regardless of hire date.**

“Mental health or substance abuse treatment provider” in ORS 443.004 means:

- A peer support specialist;
- An employee of a residential treatment facility or a residential treatment home that is licensed under ORS 443.415 to provide treatment for individuals with alcohol or drug dependence;
- An individual who provides treatment or services for persons with substance use disorders; or
- An individual who provides mental health treatment or services (including any type of mental health licensed or certified facility or agency).

If the individual has been convicted of any of the crimes listed below (or **attempt, conspiracy, or solicitation** for any of the crimes) regardless of how long ago the conviction occurred, **THE INDIVIDUAL IS NOT ELIGIBLE FOR THE POSITION.**

- ORS 163.095, Aggravated murder
- ORS 163.115, Murder
- ORS 163.375, Rape I
- ORS 163.405, Sodomy I
- ORS 163.411, Unlawful sexual penetration I
- ORS 163.427, Sexual abuse I

All mental health or substance abuse treatment providers are subject to ORS 443.004 if public funds are involved in the payment of treatment or services. The Background Check Unit (BCU), serving the Department of Human Services and the Oregon Health Authority does not conduct background checks on programs or facilities which are exclusively licensed or certified as an alcohol & drug provider.

If an individual is offered employment as a mental health or substance abuse treatment provider AND the individual is subject to a background check through BCU, submit a background check request. If BCU confirms that the individual has a conviction of one or more of the crimes listed above, BCU will make a determination that of **INELIGIBLE DUE TO ORS 443.004.**

An individual found to be Ineligible Due to ORS 443.004 does not have hearing rights through BCU regarding this determination.

**Addiction Counselor Certification  
Board of Oregon**

**Application for Certified Peer  
Recovery Addiction  
Counselor**

*The Addiction Counselor Certification Board of Oregon is proud to utilize professional psychometric examinations produced by the International Certification Reciprocity Consortium, and the National Certification Commission of the National Association of Alcohol & Drug Abuse Counselors.*

Revised Application, February 2017

ACCBO, Co-Directors  
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ACCBO SECRETARY  
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ACCBO TREASURER:  
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Keith Walker, CADC II, CGAC II, CRM

Board Liaisons, Consultants & Support Staff

Nikki Johnson, M.A., CADC IIIbb

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## Applicant Registration

Your true legal name - matching your state identification

Name	Last	First	Middle Initial
Date of Application			
Home Address: Street Address <i>(please print)</i>			
City	State	Zip	<i>(please print)</i>
Work Address: Agency Name			
Street Address <i>(please print)</i>			
City	State	Zip	<i>(please print)</i>
Home Phone			
Work Phone			
Personal Email <i>(do not write in cursive - please print)</i>			
<input type="checkbox"/> Please include me on the ACCBO Email list			
Business Email <i>(do not write in cursive - please print)</i>			
<input type="checkbox"/> Please include me on the ACCBO Email list			
Last four digits of your Social Security Number (for legal purposes of verifying identity)			
Highest Level of Education Completed (HS Diploma, GED, college degree)			
Do you hold any other certifications, licensures? (CADC, CPS, CGAC, LCSW, LPC, LMFT, RN, LPN, etc...)			
<b>Make a photocopy of valid state identification and attach to this form.</b>			

## Verification of Recovery and Self Disclosure

A Certified Peer Recovery Addiction Counselor (PRC) is an addiction treatment and/or recovery consumer who has been trained and certified to help other consumers identify and achieve self-determined goals of recovery. The PRC cultivates the consumer's ability to make informed, independent choices, and assists consumers in gaining information and support from the community.

As a PRC, an individual accepts and agrees that his or her experience as an addiction consumer of treatment or broader recovery community self help or other recovery oriented services will be known by their colleagues, consumers and others with whom s/he may share that s/he has achieved this certification.

**"Certified Peer Recovery Addictions Counselor - Peer Delivered Services"** means an array of agency or community-based services and supports provided by Certified Peer Recovery Addiction Counselor, to individuals or family members with similar lived experience, that are designed to support the needs of individuals and families as applicable.

**"Certified Peer Recovery Addictions Counselor"** means a self-identified person in recovery from a substance use disorder, who meets the abstinence requirements for recovering staff in alcohol and other drug treatment programs (2 years of abstinence).

## Statement of Alcohol & Drug Abstinence

I hereby attest that I have not used alcohol or illicit drugs (or have abused prescription medication) for the \_\_\_\_\_ years immediately preceding this application. In addition, I understand the defined role of a Certified Peer Recovery Addiction Counselor as described above.

\_\_\_\_\_ *applicant signature*

\_\_\_\_\_ *date*

**2 years minimum abstinence time required for Certified Peer Recovery Addiction Counselor**

## Experience Hours

Applicant must present 500 hours of Supervised Experience in the ICRC Peer Recovery Domains; Advocacy, Mentoring/Education, Recovery/Wellness Support, and Ethical Responsibility. Additionally, supervised hours must include 25 hours of direct supervision.

500 Supervised Experience Hours = 3 months of full time employment, internship, volunteer hours.

## Supervisors Statement

Dates of Employment/Internship/Volunteer Hours

From: Month \_\_\_\_\_ / Year \_\_\_\_\_

To: Month \_\_\_\_\_ / Year \_\_\_\_\_

Agency/Organization:

Supervisor's Name (print):

Supervisor must be credentialed as one of the following:

- CRM                       CADC I, II, or III  
 NCAC I or II             MAC (Graduate Counselor cert)  
 CDC I, II or III         CDP (WA)  
 ASAM (M.D. cert)     C-CATODSW (Social Worker cert)  
 or, other addictions certification in peer mentoring or addictions counseling from other states.

Supervisor's Signature: \_\_\_\_\_

The aforementioned applicant has completed 500 hours of Supervised Experience in the ICRC Peer Recovery Domains and a minimum of 25 hours of Face-to-Face and/or Group Supervision.

Date:

## Verification Statement

I hereby apply for certification in Oregon as a Certified Peer Recovery Addictions Counselor. Furthermore I attest that the information I have given in this application & all supporting documentation is correct and true. I give ACCBO permission to verify any statements given in any part of this application.

\_\_\_\_\_  
*applicant signature*

## Educational Prerequisites

Directions: You must demonstrate a minimum of 80 hours of education including, but not limited to an AMH Addictions Approved Peer Delivered Services Training. Course must be an Addiction Recovery Mentor/Peer Support Training. Mental Health Peer Support Trainings will NOT be accepted. A list of AMH approved courses can be found here:

<http://bit.ly/2wbXKLV>

Educational Courses	Hours
The OHA Approved 40 Hour Addiction Peer Curriculum covers the following minimum requirements: Advocacy – 10 hours, Mentoring & Education – 10 hours, Recovery & Wellness Support – 10 hours, Ethical Responsibility -8 hours.	40 Hour OHA Peer Addictions Certificate
1	
<b>Additional Training to make a total of 80 Hours</b>	
Basic Communication Skills (Basic Counseling/Communication skills, motivational interviewing, etc.)	Hours
1	
2	
3	
4	
Ethics, including jurisprudence ethics (CFR 42 pII, HIPAA, Fair Housing, ADA, Mandatory Reporting, Civil Rights, Informed Consent, Oregon Administrative Rule, Medicaid Fraud, etc.):	Hours
1	
2	
3	
4	
<b>Total Hours</b>	

## Reciprocal States

The PRC – Peer Recovery Counselor – Utilizes the IC&RC Reciprocal process through the Peer Recovery National Psychometric Exam. The reciprocal status allows an active PRC to easily transfer their credential to any state who also uses the IC&RC reciprocal process, without the need to take an additional exam. Below is a list of states who allow reciprocity via the IC&RC.

Arizona	Illinois	Missouri
Arkansas	Indiana	Nevada
California	Iowa	New Jersey
Colorado	Kentucky	Oklahoma
Connecticut	Louisiana	Rhode Island
Delaware	Maryland	Texas
Georgia	Michigan	Virginia
Idaho	Minnesota	West Virginia

For a list of all IC&RC Reciprocal Credentials – Visit  
<http://www.internationalcredentialing.org/memberboards>

## Reciprocity Process

1. Professional contacts ACCBO for Reciprocity Application.
2. Professional completes the application and returns it to ACCBO with the appropriate fee.
3. ACCBO verifies application and sends it to IC&RC.
4. IC&RC approves the application, notifies professional, and sends it to board in new location.
5. New board contacts professional when the process is completed.

# Ethics Agreement

**DIRECTIONS:** Please carefully read the following, sign and date. Make a photocopy for your records and return the entire ORIGINAL to ACCBO.

## ETHICAL STANDARDS OF ACCBO Certified Peer Recovery Addictions Counselor

The Addiction Counselor Certification Board of Oregon Certified Peer Recovery Addictions Counselor are comprised of professional alcoholism and drug abuse mentors who, as responsible health care professionals, believe in the dignity and worth of human beings. In the practice of their profession they assert that the ethical principles of autonomy, beneficence and justice must guide their professional conduct. As professionals dedicated to the treatment of alcohol and drug dependent clients and their families, they believe that they can effectively treat its individual and familial manifestations. ACCBO Certified Peer Recovery Addiction Counselors dedicate themselves to promote the best interests of their society, of their clients, of their profession and of their colleagues.

### **Principle 1: Non-Discrimination**

The ACCBO Certified Peer Recovery Addiction Counselor shall not discriminate against clients or professionals based on race, religion, age, gender, disability, national ancestry, sexual orientation or economic condition.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall avoid bringing personal or professional issues into the mentoring relationship. Through an awareness of the impact of stereotyping and discrimination, the member guards the individual rights and personal dignity of clients.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall be knowledgeable about disabling conditions, demonstrate empathy and personal emotional comfort in interactions with clients with disabilities, and make available physical, sensory and cognitive accommodations that allow clients with disabilities to receive services.

### **Principle 2: Responsibility**

The ACCBO Certified Peer Recovery Addiction Counselor shall espouse objectivity and integrity, and maintain the highest standards in the services the member offers.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall maintain respect for institutional policies and management functions of the agencies and institutions within which the services are being performed, but will take initiative toward improving such policies when it will better serve the interest of the client.
- b. The ACCBO Certified Peer Recovery Addiction Counselor, as educator, has a primary obligation to help others acquire knowledge and skills in dealing with the disease of alcoholism and drug abuse.
- c. The ACCBO Certified Peer Recovery Addiction Counselor who supervises others accepts the obligation to facilitate further professional development of these

individuals by providing accurate and current information, timely evaluations and constructive consultation.

d. The ACCBO Certified Peer Recovery Addiction Counselor who is aware of unethical conduct or of unprofessional modes of practice shall report such inappropriate behavior to the appropriate authority.

### **Principle 3: Competence**

The ACCBO Certified Peer Recovery Addiction Counselor shall recognize that the profession is founded on national standards of competency which promote the best interests of society, of the client, of the member and of the profession as a whole. The ACCBO certified mentor shall recognize the need for ongoing education as a component of professional competency.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall recognize boundaries and limitations of the member's competencies and not offer services or use techniques outside of these professional competencies.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall recognize the effect of impairment on professional performance and shall be willing to seek appropriate treatment for oneself or for a colleague. The member shall support peer assistance programs in this respect.

### **Principle 4: Legal and Moral Standards**

The ACCBO Certified Peer Recovery Addiction Counselor shall uphold the legal and accepted moral codes which pertain to professional conduct.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall be fully cognizant of all federal laws and laws of Oregon governing the practice of alcoholism and drug abuse mentoring.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall not claim either directly or by implication, professional qualifications/affiliations that the member does not possess.
- c. The ACCBO Certified Peer Recovery Addiction Counselor shall ensure that products or services associated with or provided by the member by means of teaching, demonstration, publications or other types of media meet the ethical standards of this code.

### **Principle 5: Public Statements**

The ACCBO Certified Peer Recovery Addiction Counselor shall honestly respect the limits of present knowledge in public statements concerning alcoholism and drug abuse.

- a. The ACCBO Certified Peer Recovery Addiction Counselor, in making statements to clients, other professionals, and the general public shall state as fact only those matters which have been empirically validated as fact. All other opinions, speculations, and conjecture concerning the nature of alcoholism and drug abuse, its natural history, its treatment or any other matters which touch on the subject of alcoholism and drug abuse shall be represented as less than scientifically validated.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall acknowledge and accurately report the substantiation and support for statements made concerning the nature of alcoholism and drug abuse, its natural history, and its treatment. Such acknowledgment should extend to



the source of the information and reliability of the method by which it was derived.

#### **Principle 6: Publication Credit**

The ACCBO Certified Peer Recovery Addiction Counselor shall assign credit to all who have contributed to the published material and for the work upon which the publication is based.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall recognize joint authorship and major contributions of a professional nature made by one or more persons to a common project. The author who has made the principal contribution to a publication must be identified as first author.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall acknowledge in footnotes or in an introductory statement minor contributions of a professional nature, extensive clerical or similar assistance and other minor contributions.
- c. The ACCBO Certified Peer Recovery Addiction Counselor shall in no way violate the copyright of anyone by reproducing material in any form whatsoever, except in those ways which are allowed under the copyright laws. This involves direct violation of copyright as well as the passive assent to the violation of copyright by others.

#### **Principle 7: Client Welfare**

The ACCBO Certified Peer Recovery Addiction Counselor shall promote the protection of the public health, safety and welfare and the best interest of the client as a primary guide in determining the conduct of all ACCBO members.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall disclose the member's code of ethics, professional loyalties and responsibilities to all clients.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall terminate a mentoring or consulting relationship when it is reasonably clear to the member that the client is not benefiting from the relationship.
- c. The ACCBO Certified Peer Recovery Addiction Counselor shall hold the welfare of the client paramount when making any decisions or recommendations concerning referral or recovery support services.
- d. The ACCBO Certified Peer Recovery Addiction Counselor shall not use or encourage a client's participation in any demonstration, research or other non-recovery support activities when such participation would have potential harmful consequences for the client or when the client is not fully informed.
- e. The ACCBO Certified Peer Recovery Addiction Counselor shall take care to provide services in an environment which will ensure the privacy and safety of the client at all times and ensure the appropriateness of service delivery.

#### **Principle 8: Confidentiality**

The ACCBO Certified Peer Recovery Addiction Counselor working in the best interest of the client shall embrace, as a primary obligation, the duty of protecting client's rights under confidentiality and shall not disclose confidential information acquired in mentoring without appropriately executed consent.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall provide the client his/her rights regarding confidentiality, in writing, as part of informing the client in any areas likely to affect the client's confidentiality. This includes the recording of the clinical interview, the use of material for insurance purposes, the use of material for training or observation by another party.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall make appropriate provisions for the maintenance of confidentiality and the ultimate disposition of confidential records. The member shall ensure that data obtained, including any form of electronic communication, are secured by the available security methodology. Data shall be limited to information that is necessary and appropriate to the services being provided and be accessible only to appropriate personnel.
- c. The ACCBO Certified Peer Recovery Addiction Counselor shall adhere to all federal and state laws regarding confidentiality and the member's responsibility to report clinical information in specific circumstances to the appropriate authorities.
- d. The ACCBO Certified Peer Recovery Addiction Counselor shall discuss the information obtained in clinical, consulting, or observational relationships only in the appropriate settings for professional purposes that are in the client's best interest. Written and oral reports must present only data germane and pursuant to the purpose of evaluation, diagnosis, progress, and compliance. Every effort shall be made to avoid undue invasion of privacy.
- e. The ACCBO Certified Peer Recovery Addiction Counselor shall use clinical and other material in teaching and/or writing only when there is no identifying information used about the parties involved.

#### **Principle 9: Client Relationships**

It is the responsibility of the ACCBO Certified Peer Addiction Counselor to safeguard the integrity of the mentoring relationship and to ensure that the client has reasonable access to effective treatment. The ACCBO Certified Peer Recovery Addiction Counselor shall provide the client and/or guardian with accurate and complete information regarding the extent of the potential professional relationship.

- a. The ACCBO Certified Peer Recovery Addiction Counselor shall inform the client and obtain the client's agreement in areas likely to affect the client's participation including the recording of an interview, the use of interview material for training purposes, and/or observation of an interview by another person.
- b. The ACCBO Certified Peer Recovery Addiction Counselor shall not engage in professional relationships or commitments that conflict with family members, friends, close associates, or others whose welfare might be jeopardized by such a dual relationship.
- c. The ACCBO Certified Peer Recovery Addiction Counselor shall not exploit relationships with current or former clients for personal gain, including social or business relationships.
- d. The ACCBO Certified Peer Recovery Addiction Counselor shall not under any circumstances engage in sexual behavior with current or former clients.

e. The ACCBO Certified Peer Recovery Addiction Counselor shall not accept as clients anyone with whom they have engaged in sexual behavior.

**Principle 10: Interprofessional Relationships**

The ACCBO Certified Peer Recovery Addiction Counselor shall treat colleagues with respect, courtesy, fairness, and good faith and shall afford the same to other professionals.

a. The ACCBO Certified Peer Recovery Addiction Counselor shall refrain from offering professional services to a client receiving mentoring services elsewhere with another professional except with the knowledge of the other professional or after the termination of the client's relationship with the other professional.

b. The ACCBO Certified Peer Recovery Addiction Counselor shall cooperate with duly constituted professional ethics committees and promptly supply necessary information unless constrained by the demands of confidentiality.

c. The ACCBO Certified Peer Recovery Addiction Counselor shall not in any way exploit relationships with supervisees, employees, students, research participants or volunteers.

**Principle 11: Remuneration**

The ACCBO Certified Peer Recovery Addiction Counselor shall establish financial arrangements in professional practice and in accord with the professional standards that safeguard the best interests of the client first, and then of the mentor, the agency, and the profession.

a. The ACCBO Certified Peer Recovery Addiction Counselor shall inform the client of all financial policies. In circumstances where an agency dictates explicit provisions with its staff for private consultations, clients shall be made fully aware of these policies.

b. The ACCBO Certified Peer Recovery Addiction Counselor shall consider the ability of a client to meet the financial cost in establishing rates for professional services.

c. The ACCBO Certified Peer Recovery Addiction Counselor shall not engage in fee splitting. The member shall not send or receive any commission or rebate or any other form of remuneration for referral of clients for professional services.

d. The ACCBO Certified Peer Recovery Addiction Counselor, in the practice of mentoring, shall not at any time use one's relationship with clients for personal gain or for the profit of an agency or any commercial enterprise of any kind.

e. The ACCBO Certified Peer Recovery Addiction Counselor shall not accept a private fee for professional work with a person who is entitled to such services through an institution or agency unless the client is informed of such services and still requests private services.

**Principle 12: Societal Obligations**

The ACCBO Certified Peer Recovery Addiction Counselor shall to the best of his/her ability actively engage the legislative processes, educational institutions, and the general public to change public policy and legislation to make possible opportunities and choice of service for all human beings of any ethnic or social background whose lives are impaired by alcoholism and drug abuse.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name, pledging adherence to this Ethical Code

Adapted from the NAADAC Code of Ethics.

**Letter of Alcohol & Drug Free Verification**

Directions:

Please have a professional colleague or supervisor write a letter of professional alcohol/drug free verification on your behalf.

1. Agency Letterhead.
2. Date.
3. Letter must indicate to the best of the author's knowledge that the recovering candidate has been free of substance abuse for \_\_\_\_ years.

Mail letters of Professional Alcohol & Drug Free Verification directly to ACCBO:

Addiction Counselor Certification Board of Oregon  
2054 N Vancouver Ave  
Portland, Oregon 97227-1917

Questions:

If you have questions please contact ACCBO at:

(503) 231-8164

accbo@accbo.com

<http://www.accbo.com/>

Office Hours: 9am-5pm, Monday-Friday

## Public Safety Agreement

I understand that ACCBO and the Addiction Treatment and Recovery Field must protect society and clients and hold their interests paramount in the delivery of treatment and recovery services. Therefore, ACCBO's Ethics Committee may immediately suspend a Peer Recovery Addiction Counselor's certification pending the outcome of an ACCBO investigation undertaken as a result of receipt of a credible allegation or report of any of the following:

1. Abuse of alcohol or other substances, including misuse of prescribed drugs, or
2. Sexual, romantic contact or other interactions of concern with clients or former clients, their family members, or their significant others, or
3. Physical or emotional abuse or violence toward a client, or
4. Other conduct that poses a foreseeable risk of substantial harm to or exploitation of a client or former client.

I understand that my certification may be immediately suspended pending the outcome of an ACCBO investigation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Computer Based Testing

ACCBO will register you for the International Professional Peer Exam. Once you are successfully registered, ACCBO will email you registration information to complete the computerized exam. You will be able to negotiate a test time and date with the Computer Based Testing Company.

## Recertification Policy

Certification is granted for a two year period. It may be renewed by Recertification, a process designed to assist the Certified Peer Recovery Addiction Counselor in maintaining and expanding competence. If your certification has lapsed you must file for an extension, otherwise you will be dropped from the PRC roster. In order to file for an extension, you must send a detailed letter explaining the cause for lapsed certification.

You will receive a recertification packet from ACCBO 30-60 days prior to the expiration date of your certificate.

1. The recertification applicant must demonstrate 20 clock hours of continuing education in Addiction Recovery Mentoring/Peer Counseling continuing education topics, including a minimum of 6 hours of "ethics, boundaries and/or self-care" training.
2. The recertification applicant must complete the Record of Training Education and attach all certificates or transcripts. Only recorded training hours accompanied by a certificate will be accepted. Program schedules, syllabuses, flyers will not be accepted.
3. You must submit the Application page, Training Record, attach copies of all certificates, and the recertification fee of \$100 to ACCBO by the expiration date of the certificate.



## ACCBO

2054 N Vancouver Ave, Portland, OR 97227

(503) 231-8164

[accbo@accbo.com](mailto:accbo@accbo.com)

<http://www.accbo.com>

# Confidential Release of Information

Completion of this form authorizes ACCBO to conduct a criminal search, utilizing only the "Big 6 Exclusions" (related to murder and rape) to maintain CRM certification. Completion of this form also permits ACCBO to release this information to the Oregon Health Authority to secure your certification on the State's Registry.

Full Name: \_\_\_\_\_

Second Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I hereby authorize ACCBO to conduct a criminal search and allow the release of information to the Oregon Health Authority to secure my certification on the State's Registry.

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

City	State	Zip Code	<i>information.</i> <input type="checkbox"/> Name <input type="checkbox"/> Mailing Address <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email <input type="checkbox"/> NONE
Home Phone Number (       )       —	Cell Phone Number (       )       —		
Email			

[The following questions are **OPTIONAL** and for the sole purpose of data collection. Information provided in the following sections will have no impact on certification.]

**1.3 DEMOGRAPHIC INFORMATION (OPTIONAL)**

<p><b>A. Race (check all that apply)</b></p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p>Asian:</p> <p><input type="checkbox"/> Asian Indian  <input type="checkbox"/> Cambodian  <input type="checkbox"/> Chinese  <input type="checkbox"/> Filipino  <input type="checkbox"/> Hmong  <input type="checkbox"/> Japanese  <input type="checkbox"/> Korean  <input type="checkbox"/> Laotian  <input type="checkbox"/> Vietnamese  <input type="checkbox"/> Other Asian</p> <p>African American or Black</p> <p><input type="checkbox"/> African  <input type="checkbox"/> African American  <input type="checkbox"/> Caribbean  <input type="checkbox"/> Other Black</p> <p>Pacific Islander</p> <p><input type="checkbox"/> Guamanian or Chamorro  <input type="checkbox"/> Native Hawaiian  <input type="checkbox"/> Samoan  <input type="checkbox"/> Other Pacific Islander</p>	<p>White</p> <p><input type="checkbox"/> Eastern European or Slavic  <input type="checkbox"/> Middle Eastern or Northern African  <input type="checkbox"/> Western European  <input type="checkbox"/> Other White</p> <p><input type="checkbox"/> Decline to Answer  <input type="checkbox"/> Unknown  <input type="checkbox"/> Other: _____</p> <p><b>B. Primary Race Identity (check one)</b></p> <p><input type="checkbox"/> American Indian or Alaska Native  <input type="checkbox"/> Asian Indian  <input type="checkbox"/> Black or African American  <input type="checkbox"/> Pacific Islander  <input type="checkbox"/> White</p> <p><input type="checkbox"/> Decline to Answer</p> <p><input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> No Primary Race Identity</p>	<p><b>C. Ethnicity (check all that apply)</b></p> <p><input type="checkbox"/> <b>Not</b> of Hispanic, Latino/a, or Spanish origin</p> <p>Hispanic, Latino/a, or Spanish origin:</p> <p><input type="checkbox"/> Mexican, Mexican American, Chicano/a  <input type="checkbox"/> Puerto Rican  <input type="checkbox"/> Cuban  <input type="checkbox"/> Other Hispanic, Latino/a, or Spanish origin</p> <p><input type="checkbox"/> Decline to Answer</p> <p><input type="checkbox"/> Unknown</p>
<p><b>E. Preferred Language(s)</b></p>		<p><b>D. Gender (check one)</b></p> <p><input type="checkbox"/> Male  <input type="checkbox"/> Female  <input type="checkbox"/> Transgender  <input type="checkbox"/> Other: _____  <input type="checkbox"/> Decline to Answer</p>



# **CANDIDATE GUIDE**

## **for the**

# **IC&RC Peer Recovery**

# **Examination**

Based on the 2013 Peer Recovery Job Analysis

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**Setting Global Standards for Addiction Professionals**

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## Purpose of the Candidate Guide

The IC&RC Peer Recovery Examination is the first examination to test knowledge and skills about the provision of peer services on an international level. It has been developed by IC&RC through the cooperation of its Member Boards and their strong desire to have an exam that is based on current practice in the field.

The purpose of this Candidate Guide is to provide you with guidance for the IC&RC examination process. By providing you with background information on examination development, administration, and content; your preparation for the IC&RC Peer Recovery Examination can be enhanced.

## Professional Testing Company

It is the policy of IC&RC to administer valid, reliable, legally defensible, and psychometrically sound examinations. To assist in this process, IC&RC has contracted with Schroeder Measurement Technologies (SMT) to develop, administer, and score all examinations.

SMT is an established, full-service, international testing company. SMT serves the needs of licensing and credentialing agencies with a wide range of test development and administration services.

Examinations are administered through a division of SMT called ISO-Quality Testing, Inc. (IQT). IQT provides secure, user-friendly, high-quality, examination administration around the world.

You can find out more information at their websites: [www.smttest.com](http://www.smttest.com) and [isoqualitytesting.com](http://isoqualitytesting.com)

## Examination Development

The development of a valid examination begins with a clear and concise definition of the tasks, knowledge, skills, and abilities needed for competent job performance. Using interviews, surveys, observation, and group discussions, IC&RC works with Subject Matter Experts (SMEs) in the field to delineate critical job components. The knowledge and skill bases for the questions in the examination are derived from the actual provision of services in the field.

Examination questions are written by certified individuals or those otherwise deemed as SMEs in the field. SMEs are trained in item writing best practices and assisted by IC&RC's professional testing company when writing questions. All examination questions are written in a multiple choice format with four response options. One of these options represents the **BEST** response and credit is granted only for selection of this response.



## Exam Eligibility Requirements and Registration

IC&RC examinations are administered exclusively by IC&RC Member Boards. Eligibility requirements and registration processes are determined by your Member Board. Candidates interested in taking an IC&RC examination must do so through an IC&RC Member Board. Contact your local board for information. Contact information for all IC&RC Member Boards can be found at our website [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

## Exam Administration

Examinations are administered via paper and pencil and Computer Based Testing (CBT). Not all forms of administration are offered by all IC&RC Member Boards. Please consult your local board in order to determine your testing options.

Candidates taking CBT examinations will be required to test at a designated IQT center. On the day of testing, candidates are required to bring a valid, government issued photo ID and their Candidate Admission Letter to the testing center. Candidates are highly encouraged to read the Candidate Admission Letter in its entirety to be aware of all IQT testing policies and procedures.

A list of all IQT testing centers can be found at this link: <http://www.isoqualitytesting.com/mlocations.aspx> or by calling IQT toll free at +1-866-773-1114.

CBT exams begin with a brief tutorial and end with a brief survey. Extra time is allotted to complete the tutorial and survey. A demonstration of the CBT examination format can be found at <https://www.iqttesting.com/Default.aspx?Function=SampleExam&Exam=8>.

## Examination Dates

Paper and Pencil Examinations are administered four times a year in March, June, September, and December. Please consult your IC&RC Member Board for the exact date, time, and location of the examination administrations in your area, as well as registration information. The examination will be given only on the date and time posted by an IC&RC Member Board.

Computer Based Testing (CBT) is offered on-demand based on the availability of your desired testing center. Once you have met the eligibility requirements of your IC&RC Member Board to sit for the examination, your IC&RC Member Board will pre-register you for the examination through IC&RC's on-line test database. You will receive an e-mail with further instructions on scheduling your exam date, time, and location.

# Rescheduling, Cancelling, and Missed Exams

## Paper and Pencil Exams:

Paper and Pencil Examinations are only administered four times a year. If an emergency arises, and you are unable to take the examination as scheduled, you should contact your IC&RC Member Board as soon as possible to see if rescheduling is possible before the close of the administration window. If you are unable to reschedule within the designated administration window, you will not be able to test until the next paper and pencil administration date.

## Computer Based Exams:

CBT exams can only be cancelled or rescheduled **5 days or more PRIOR** to your scheduled examination date. Cancelling or rescheduling an exam is done directly through IQT's website at [www.iqttesting.com](http://www.iqttesting.com).

Complete instructions for cancelling or rescheduling an examination are listed below. For technical assistance, please contact IQT at (866) 773-1114 (toll free).

1. Visit [www.iqttesting.com](http://www.iqttesting.com).
2. Select "**Exam Registration.**"
3. Log in using the username and password provided to you in your pre-registration email. If you forgot your password, click the "forgot password" link and it will be emailed to you.
4. Select "**IC&RC**" from the organization dropdown menu and click the "**Next**" button.
5. To reschedule an exam, click "**edit.**" This will cancel your current exam date and prompt you to immediately select a new date.
6. To cancel an exam, click "**cancel.**" Once your exam is cancelled, you can log on to [www.iqttesting.com](http://www.iqttesting.com) at a later date to select a new examination date. Please note, your designated testing window to take the exam will remain the same.
7. An email confirmation will be automatically sent to you when you cancel or reschedule your examination.

**You will be required to pay a rescheduling or cancellation fee to IQT before you are able to reschedule or cancel your exam. Acceptable forms of payment are Visa, Master Card or American Express.**

You are **unable** to reschedule or cancel an examination **less than 5 days PRIOR** to your scheduled examination. Exceptions are made only for the following four reasons: jury duty,

death in immediate family<sup>1</sup> within **14 calendar days** of the examination date, illness or medical complication within **14 calendar days** prior to the examination date **OR** the scheduled examination date, and military deployment.

If one of these four reasons prevents you from testing, you must contact IQT directly and provide sufficient documentation of the event that has occurred. Documentation must be submitted to IQT within **14 calendar days** of your missed examination. There will be no additional fee incurred under these circumstances. IQT can be reached toll free at +1-866-773-1114.

If you fail to show up for your examination at the scheduled time, do not have the proper identification, or your Candidate Admission Letter, you will not be permitted to sit for your exam. You will be considered a “No-Show”, your examination fees will be forfeited, and you will be required to re-register and pay all fees to your IC&RC Member Board prior to sitting for the exam. Candidates who miss their scheduled examinations must reschedule with their IC&RC Member Board.

## Examination Rules and Security

Failure to follow candidate instructions or conduct that results in violation of security or disruption of the administration of an examination may result in dismissal from the examination, voided examination scores, and forfeiture of examination fees.

Examples of misconduct include, but are not limited to:

- Writing on anything other than the authorized scratch paper provided at the administration site
- Looking at other candidate's examination
- Discussing examination content before, during, or after administration orally, electronically or in writing with any person or entity
- Copying or removing examination information from the testing area
- Use of cellphones or other electronic devices

Candidates may not attend the examination only to review or audit test materials. No unauthorized persons will be admitted into the testing area. All examination content is strictly confidential. Candidates may only communicate about the examination, using appropriate forms provided within the examination delivery system.

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<sup>1</sup> The **immediate family** is a defined group of relations, used in rules or laws to determine which members of a person's [family](#) are affected by those rules. It includes a person's parents, spouses, siblings and children.

No books, papers, or other reference materials may be taken into the examination room. An area will be provided for storage of such materials.

No questions concerning the content of the examination may be asked during the examination period. The candidate should listen carefully to the directions given by the Proctor and read the examination directions carefully.

## Special Accommodations

Individuals with disabilities and/or religious obligations that require modifications in test administration may request specific procedure changes, in writing, to the relevant IC&RC Member Board. With the written request, the candidate must provide official documentation of the accommodation requested. Submitted documentation must follow ADA guidelines in that psychological or psychiatric evaluations must have been conducted within the last **three years**. All medical/physical conditions require documentation of the treating physician's examination conducted within the previous **three months**. Candidates should contact their IC&RC Member Board to inquire about other necessary documentation. Contact information for all IC&RC Member Boards can be found on our website [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

The IC&RC Member Board will offer appropriate modifications to its procedures when documentation supports the need. All requests for special accommodations must be submitted to your IC&RC Member Board **prior** to scheduling your examination. You will receive further information on scheduling your examination with accommodations once your board has reviewed and approved the accommodation request.

## Scoring of Exams

### **Receiving Scores:**

All scores are reported to the designated IC&RC Member Board for distribution. IC&RC does **not** have the authority to release scores. This process takes approximately four to six weeks for paper and pencil exams and two to three weeks for CBT exams. Preliminary computer based exam scores are provided to candidates immediately following completion of the exam. Candidates seeking their official scores should contact their IC&RC Member Board. Contact information for all IC&RC Member Boards can be found on our website [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

### **Reporting Scores:**

Scores are reported on a scale ranging from 200-800 with a 500 passing. The minimum scaled passing score is 500 for all examinations. Candidates are provided with official score letters that

report a final scaled score and the percentages of items answered correctly in each content domain.

### **Scaled Scores:**

Scaled scores are created when the number of questions answered correctly is mathematically transformed so that the passing score equals 500 on a scale starting at 200 and ending at 800.

This transformation is very similar to converting inches to centimeters. For example, a 10 inch ribbon is also 25.4 centimeters long. The length of the ribbon has not been changed, only the units of measurement to describe its length.

The use of scaled scores allows for direct comparison of exam scores from one form of the examination to another. For security purposes, IC&RC keeps multiple forms of each examination in circulation at all times. Candidates are randomly assigned a form. The use of scaled scores allows IC&RC to report scores for every form of an examination using the same scale of 200-800 with a 500 passing.

The use of scaled scores does not influence whether a candidate passes or fails an examination. The passing of an IC&RC examination is always incumbent on achieving the minimum passing score as it is determined in the process below.

### **Determining a Passing Score:**

Passing scores for IC&RC exams are not based on a percentage of questions answered correctly. Instead, IC&RC uses a Modified Angoff Study to determine a cut score for each examination. The Angoff method uses a systematic and documented approach to establish accurate, reliable, and legally defensible pass/fail scores.

Cut scores are determined by a panel of Subject Matter Experts (SMEs) that are working in and have demonstrated expertise in the field. SMEs work with our professional testing company to discuss the specific knowledge, skills, and abilities needed to demonstrate minimum competence.

The SMEs evaluate and rate the difficulty of each question. These ratings are then combined to determine the final cut score for the exam. The final cut score is subsequently transformed to an equivalent scaled score. All examination questions are weighted equally.

### **Use of Multiple Exam Forms:**

For every IC&RC exam, there are multiple forms of the same examination. Each form will use different questions but test the same content. Examination forms are updated and replaced on a continuous basis to ensure the security and integrity of the examination.

The use of multiple forms for the same exam will not make it easier or more difficult for candidates to pass one form of the examination. IC&RC's testing company uses statistical data on each test question to evaluate the difficulty of each examination form. The examinations are constructed in order to minimize variations in difficulty from one form to another. The passing scores for each examination form are adjusted accordingly to account for any differences in form difficulty.

### **Use of Pretesting Items:**

On each IC&RC exam, there are unweighted items that do not influence final scores. Unweighted items are also called pretest items. Pretest items are not identified on exams and appear randomly on all exam forms. Pretest items do not influence final scores or pass/fail status. IC&RC uses pretest items to pilot newly written questions to ensure item quality prior to its addition to an examination as a weighted question.

Pretesting provides verification that the items are relevant to competency, measure proficiency and helps ensure the quality of future examinations. Pretest items do not influence a candidate's score and protect candidates against poorly-performing items.

### **Failing Scores:**

Candidates who do not pass their examination are provided with percentages of correctly answered items in each content domain to better focus future study efforts. For security reasons, candidates will not be provided with their raw score (total number of questions answered correctly), total percentage of questions answered correctly, or a copy of the examination to review.

It is important to note that because the number of questions contained within each domain of the examination varies, adding or averaging the percentage correct scores in each domain will NOT be an accurate reflection of a candidate's overall examination score.

## **Appeals, Examination Grievances, Test Disclosure, and Retakes**

### **Appeals:**

All examination scores are final. Examination scores cannot be appealed. Candidates may request a second verification of their examination score within 30 calendar days of taking their exam. To initiate this process, complete the Hand Score Request Form found at the end of this guide and return it to IC&RC.

IC&RC's testing company will hand score the examination against the master key and send the results directly to candidates. There is a fee for this service.

### **Examination Grievances:**

Candidates who believe an unusual event or condition related to the administration of their examination caused a significant adverse effect on their performance during their examination may submit a grievance regarding the exam administration to IC&RC for investigation.

Grievances must be submitted to IC&RC within **14 calendar days** of the examination. Grievance statements must be submitted in writing, dated, and signed. Grievance statements must be accompanied by the **IC&RC Exam Administration Grievance Form** found at the end of this guide. Information to include in the grievance statement should include, but is not limited to:

- Title of exam
- Examination date
- Name and location of testing center
- Name of proctor on duty (if known)
- Detailed explanation of the situation
- Impact the situation had on exam performance

IC&RC will then investigate the specifics of the testing situation. When warranted, candidates will be offered a free retake. An exam grievance will not challenge the design or content of an examination nor overturn a failing score. There is a fee for this service. Candidates that are offered free retakes will be refunded their grievance fee.

### **Test Disclosure:**

Candidates should be aware that IC&RC exam security and item banking procedures do not permit candidates access to exam questions, answer keys, or other secure materials related to the examination. Candidates that have questions or comments about a specific examination question should request a **Comment Form** from their examination proctor during a paper and pencil exam or click the **Comment On This Question** button for CBT exams. Candidate comments will be reviewed by IC&RC for consideration. Candidates will not be contacted regarding their comments.

### **Retakes:**

Candidates interested in retaking an exam must wait 60 days after their original exam. To schedule a retake, candidates should contact their local IC&RC Member Board. Contact information for all IC&RC Member Boards can be found on our website [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

The mandatory **60 day** waiting period cannot be waived under any circumstances.

## Examination Content

The **2013 Peer Recovery Job Analysis** identified **four** performance domains for the IC&RC Peer Recovery Exam:

- Advocacy
- Ethical Responsibility
- Mentoring and Education
- Recovery/Wellness Support

Within each performance domain are several identified tasks that provide the basis for questions in the examination. Following is the outline of the tasks that fall under each domain.

### **Domain 1: Advocacy**

**Weight on exam: 22.5%**

#### **Associated Tasks:**

- Relate to the individual as an advocate.
- Advocate within systems to promote person-centered recovery/wellness support services.
- Describe the individual's rights and responsibilities.
- Apply the principles of individual choice and self-determination.
- Explain importance of self-advocacy as a component of recovery/wellness.
- Recognize and use person-centered language.
- Practice effective communication skills.
- Differentiate between the types and levels of advocacy.
- Collaborate with individual to identify, link, and coordinate choices with resources.
- Advocate for multiple pathways to recovery/wellness.
- Recognize the importance of a holistic (e.g., mind, body, spirit, environment) approach to recovery/wellness.

### **Domain 2: Ethical Responsibility**

**Weight on exam: 30%**

#### **Associated Tasks:**

- Recognize risk indicators that may affect the individual's welfare and safety.



- Respond to personal risk indicators to assure welfare and safety.
- Communicate to support network personal issues that impact ability to perform job duties.
- Report suspicions of abuse or neglect to appropriate authority.
- Evaluate the individual's satisfaction with their progress toward recovery/wellness goals.
- Maintain documentation and collect data as required.
- Adhere to responsibilities and limits of the role.
- Apply fundamentals of cultural competency.
- Recognize and adhere to the rules of confidentiality.
- Recognize and maintain professional and personal boundaries.
- Recognize and address personal and institutional biases and behaviors.
- Maintain current, accurate knowledge of trends and issues related to wellness and recovery.
- Recognize various crisis and emergency situations.
- Use organizational/departmental chain of command to address or resolve issues.
- Practice non-judgmental behavior.

### **Domain 3: Mentoring and Education**

**Weight on exam: 25%**

#### **Associated Tasks:**

- Serve as a role model for an individual.
- Recognize the importance of self-care.
- Establish and maintain a peer relationship rather than a hierarchical relationship.
- Educate through shared experiences.
- Support the development of healthy behavior that is based on choice.
- Describe the skills needed to self-advocate.
- Assist the individual in identifying and establishing positive relationships.
- Establish a respectful, trusting relationship with the individual.
- Demonstrate consistency by supporting individuals during ordinary and extraordinary times.
- Support the development of effective communication skills.
- Support the development of conflict resolution skills.
- Support the development of problem-solving skills.
- Apply principles of empowerment.
- Provide resource linkage to community supports and professional services.

## **Domain 4: Recovery/Wellness Support**

**Weight on exam: 22.5%**

### **Associated Tasks:**

- Assist the individual with setting goals.
- Recognize that there are multiple pathways to recovery/wellness.
- Contribute to the individual's recovery/wellness team(s).
- Assist the individual to identify and build on their strengths and resiliencies.
- Apply effective coaching techniques such as Motivational Interviewing.
- Recognize the stages of change.
- Recognize the stages of recovery/wellness.
- Recognize signs of distress.
- Develop tools for effective outreach and continued support.
- Assist the individual in identifying support systems.
- Practice a strengths-based approach to recovery/wellness.
- Assist the individual in identifying basic needs.
- Apply basic supportive group facilitation techniques.
- Recognize and understand the impact of trauma.

**Total number of examination questions: 75**

**Total number of pre-test questions: 10**

**Total time to complete the examination, Paper & Pencil: 2 hours**

**Total time to complete the examination, Computer Based: 2 hours**

## **Sample Questions**

The questions on the IC&RC Peer Recovery Examination were developed from the tasks identified in the 2013 Peer Recovery Job Analysis. Multiple sources were utilized in the development of questions for the exam. Each question is linked to one of the job analysis task statements as listed above.

The questions on the examination are multiple-choice with four (4) choices: A, B, C, and D. There is only one correct or best answer for each question. Carefully read each question and all the choices before making a selection. Choose the single best answer. Mark only one answer for each question. You will not be given credit for any question for which you indicate more than one answer. It is advisable to answer every question since the number of questions answered correctly will determine your final score. There is no penalty for guessing.

The following are **sample** questions that are similar to those you will find in the exam.

**1. Advocacy is intended to:**

- A. provide education to clients/consumers.
- B. support and find appropriate employment for clients/consumers.
- C. provide housing and shelter for clients/consumers.
- D. promote the dignity of and reduction of stigma against clients/consumers.

*Domain: Advocacy*

**2. Employees who voluntarily seek assistance through their employer for mental health and/or addiction-related problems should be referred to a(n):**

- A. Employee Assistance Program.
- B. 12-step program.
- C. community-based program.
- D. minister or pastor.

*Domain: Advocacy*

**3. Enabling can be described as:**

- A. providing an opportunity for the peer to recover.
- B. the well-intended behavior of others.
- C. allowing an individual the opportunity to discuss their mental health and/or addiction history.
- D. providing treatment opportunities for those in need.

*Domain: Mentoring and Education*

**4. Stigma can be clearly defined as:**

- A. the experience of being deeply discredited due to one's undesired differentness.
- B. echoes heard from our families and society in general.
- C. hidden pockets within our own belief system.
- D. persons with mental health and/or addiction who do not have a full range of human qualities.

*Domain: Mentoring and Education*

**5. People who become involved in public education on social issues are often described as:**

- A. social workers.
- B. advocates.
- C. social agents.
- D. change agents.

*Domain: Mentoring and Education*

**6. A good recovery/wellness plan should:**

- A. include only long term goals.
- B. include long term and short term goals.
- C. include only short term goals.
- D. be based on the best thinking of the peer.

*Domain: Recovery/Wellness Support*

**7. Which of the following is a common risk factor for suicide?**

- A. Socioeconomic class
- B. Geographic location
- C. Educational background
- D. Physical health

*Domain: Recovery/Wellness Support*

**8. A boundary violation is committed when a peer providing peer support services:**

- A. shares personal experiences when it seems relevant.
- B. accompanies a peer to an appointment.
- C. accepts an expensive gift from a peer.
- D. respectfully disagrees with a peer's plan for the weekend.

*Domain: Ethical Responsibility*

**9. Professional development is:**

- A. usually required as part of supervision.
- B. highly recommended for all new peers.
- C. an ongoing process to update skills and knowledge.
- D. an opportunity for experienced peers to train others.

*Domain: Ethical Responsibility*

**10. Although values and ethics are frequently used interchangeably, how are they different?**

- A. Values and ethics pertain to perspective rights
- B. Values pertain to beliefs and attitudes that provide direction and ethics pertain to the beliefs we hold about right conduct
- C. Values are moral principles and ethics pertain to professionalism
- D. They are both based on community standards

*Domain: Ethical Responsibility*

<b>Answer Key</b>			
<b>1.</b>	D	<b>6.</b>	B
<b>2.</b>	A	<b>7.</b>	D
<b>3.</b>	B	<b>8.</b>	C
<b>4.</b>	A	<b>9.</b>	C
<b>5.</b>	D	<b>10.</b>	B

## **Examination Reference List**

The following resources were compiled as suggested reading to assist candidates preparing for the IC&RC Peer Recovery examination. Consulting these and other references may be beneficial to candidates. Please note that this is not a comprehensive listing of all references and that not all questions on the examination came from these references.

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## About IC&RC

IC&RC is the global leader in the credentialing of prevention, addiction treatment, and recovery professionals. Organized in 1981, it provides standards and examinations to certification and licensing boards in 24 countries, 47 states and territories, five Native American regions, and all branches of the U.S. military.

Quality and integrity are the foundation of IC&RC's work. IC&RC's credentials use the latest research on evidence-based practices, and they are updated every five years and subjected to an extensive process of peer review. IC&RC examinations are based on formal Job Analyses, written by subject matter experts, and supported by current references. Member boards are audited regularly to ensure compliance with international standards.

With more than 45,000 professionals in prevention, alcohol and drug counseling, clinical supervision, criminal justice addictions, and co-occurring disorders, IC&RC represents up to half of all substance abuse professionals in the U.S.







## IC&RC EXAM ADMINISTRATION GRIEVANCE PROCESS

### Examination Grievances:

Candidates who believe an unusual event or condition related to the administration of their examination caused a significant adverse effect on their performance during their examination may submit a grievance regarding the exam administration to IC&RC for investigation.

Grievances must be submitted to IC&RC within **14 calendar days** of the examination. Grievance statements must be submitted in writing, dated, and signed. Grievance statements must be accompanied by the **IC&RC Exam Administration Grievance Form** found below. Information to include in the grievance statement should include, but is not limited to:

- Title of exam
- Examination date
- Name and location of testing center
- Name of proctor on duty (if known)
- Detailed explanation of the situation
- Impact the situation had on exam performance

IC&RC will then investigate the specifics of the testing situation. When warranted, candidates will be offered a free retake. An exam grievance will not challenge the design or content of an examination nor overturn a failing score. There is a fee for this service. Candidates that are offered free retakes will be refunded their grievance fee.

Return grievance statements and forms to IC&RC.

**Mail:**

IC&RC  
298 S. Progress Ave.  
Harrisburg, PA 17109

**Fax:**

+1(717)540-4458

**Email:**

[info@internationalcredentialing.org](mailto:info@internationalcredentialing.org)

T: +1 717.540.4457 • F: +1 717.540.4458 • [InternationalCredentialing.org](http://InternationalCredentialing.org)

**Setting Global Standards for Addiction Professionals**

# IC&RC EXAM ADMINISTRATION GRIEVANCE FORM



Complete this form and return it to IC&RC with a grievance statement as described above at:

**Mail:** IC&RC  
298 S. Progress Ave.  
Harrisburg, PA 17109

**Fax:** +1(717)540-4458

**Email:** [info@internationalcredentialing.org](mailto:info@internationalcredentialing.org)

**Fee:** \$60.00 Payable to IC&RC by Check, Money Order, Visa or MasterCard

Please allow 3-4 weeks for processing. When warranted, candidates will be offered a free retake for their next examination and the Grievance Fee will be refunded.

Requests for Exam Administration Grievance must be submitted to the IC&RC Office no later than **14 calendar days** after your examination administration.

**Name (print):** \_\_\_\_\_ **Date of Exam:** \_\_\_\_\_

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

**City/Providence, State/Country, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name of IC&RC Member Board:** \_\_\_\_\_

**Name and location of testing center:** \_\_\_\_\_

**Name of proctor on duty (if known):** \_\_\_\_\_

- Exam:**  Counselor  Advanced Counselor  Clinical Supervisor  Prevention Specialist  
 Criminal Justice  Co-Occurring Disorders  Co-Occurring Disorders Diplomate  Peer Recovery

**For Credit Card Users:**  Master Card  Visa

\_\_\_\_\_  
Name

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Account Number + 3 digit security code

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Billing address if different from above)

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Signature