

Last Name: _____

First Name: _____

Michigan Department of Health and Human Services

320 S. Walnut, Lansing, MI 48913

Email: MDHHS-PeerSupport@Michigan.gov

Phone: 517-335-2279

2022 Peer Support Specialist Certification Training Application

Trainings for 2022 will be held online via zoom unless otherwise noted.

Dates of Training:	Location of Training:
March 7 – 11, 2022	Online via Zoom
May 2 – 6, 2022	Online via Zoom
July 11 – 15, 2022	Online via Zoom
September 12 – 16, 2022	Online via Zoom

*****To conduct peer support specialist trainings, we must have ten or more individuals or the training will be subject to be rescheduled*****

Once trainings are allowed to be conducted face to face, Zoom trainings may be changed to a training location

Applications should be emailed at least 30 days prior to training at:

Email: MDHHS-PeerSupport@Michigan.gov

Phone: 517-335-2279

QUESTIONS? Call 517-335-2279

E-mail completed application to: MDHHS-PeerSupport@Michigan.gov

Updated November 2021

Last Name: _____

First Name: _____

Peer Support Specialist Certification Training Application

Please print clearly. Applications must be filled out by the applicant. All sections of the form must be completed for the application to be accepted. These instructions explain how to complete the application for the Michigan Certified Peer Support Specialist certification training program. The application measures skills and requirements necessary to be a Certified Peer Support Specialist. Applications should be submitted 30 days prior to the date of training.

The application process for peer support specialist training includes a written application, two letters of reference, and a peer-to-peer telephone interview. The letters of reference should be from individuals that can speak to your ability to effectively share your experience as a person in recovery, relate to people, and partner with colleagues. The application process is designed to determine whether the applicant has substantial experience with his or her own recovery and is a suitable candidate for certification training. The Michigan Certified Peer Support Specialist certification training program uses a priority system to determine who is selected.

Individuals eligible for certification training must:

- ❖ Be at least 18 years of age;
- ❖ Have a high school diploma, General Education Diploma (GED), or provide college transcripts in lieu of a high school diploma or GED;
- ❖ Primary diagnosis of a mental health condition;
- ❖ Have a strong personal knowledge of what it is like to have first-hand lived experience with a mental health condition that has caused a substantial life disruption;
- ❖ Has been a recipient of mental health treatment and/or services for at least one year, with a substantial life disruption due to their mental health condition;
- ❖ Have personal experience in navigating complex mental health treatment services;
- ❖ Self-identifies as having a mental health condition with a substantial life disruption and shares their recovery story in supporting others;
- ❖ Be employed by a CMHSP or contract provider at the beginning of training;
- ❖ Meet the MDHHS application approval process for specialized training and certification;
 - Completed peer support specialist application
 - Supervisor signature and acknowledgement form
 - Two written letters of reference (The letters of reference should be from individuals that can speak to your ability to effectively share your experience as a person in recovery, relate to people, and partner with colleagues. The letter should not be from someone you serve.)
 - Current job description
 - Read, understand, and agree to peer code of ethics
 - Acknowledgement of truthfulness and accuracy of application
 - Peer-to-peer interview
 - Training fee paid by the agency that employs the peer support specialist
- ❖ Attend professional advancement opportunities to maintain skills;
- ❖ Be freely chosen by beneficiaries utilizing peer support services; and

QUESTIONS? Call 517-335-2279

Email completed application to: MDHHS-PeerSupport@Michigan.gov

Updated November 2021

Last Name: _____

First Name: _____

- ❖ Adhere to the MDHHS Peer Support Specialist Code of Ethics.

Applicants must be willing to:

- ❖ Attend all five days of the online training
- ❖ Actively participate in discussions and role plays
- ❖ Complete and pass the certification exam

Other training opportunities are available for individuals with lived experience in the following areas: Substance use experience (Recovery Coach Training), Youth (Youth Peer Support), Developmental Disabilities (Peer Mentors), Family (Parent Support Partners), and Public Health (Community Health Workers)

Application review process considers factors such as:

- ❖ Current job duties (Applicant must be performing peer support duties as outlined in the Michigan Medicaid Provider Manual.)
- ❖ Interest in and understanding of the role of a Peer Support Specialist
- ❖ Understanding of the concept of recovery
- ❖ Leadership skills
- ❖ Ability to share their lived experience in mental health recovery
- ❖ Letters of reference
- ❖ Peer to peer phone interview

Today's Date: _____

Last Name:		First Name:
Mailing Address:		City, State, Zip
Home Phone:	Cell Phone:	Work Phone:
Personal Email:		Work Email:
Birthdate:		
Job Title:		Program that you work in:
Employer Name:		Supervisor's Name:

QUESTIONS? Call 517-335-2279

Email completed application to: MDHHS-PeerSupport@Michigan.gov

Updated November 2021

Last Name: _____

First Name: _____

Please complete the following check list:

<input type="checkbox"/> YES <input type="checkbox"/> NO	I have completed this application by myself.
<input type="checkbox"/> YES <input type="checkbox"/> NO	I have a high school diploma, General Education Diploma (GED), or can provide college transcripts in lieu of a high school diploma or GED.
<input type="checkbox"/> YES <input type="checkbox"/> NO	I have education/training/degree beyond high school. <i>(for information only)</i> Detail:
<input type="checkbox"/> YES <input type="checkbox"/> NO	It has been more than 1 year since I was first diagnosed with a mental health condition with a substantial life disruption.
<input type="checkbox"/> YES <input type="checkbox"/> NO	I am currently employed as a peer support specialist, working _____ hours per week. My hire date as a peer specialist was:
<input type="checkbox"/> YES <input type="checkbox"/> NO	I currently, or have received complex mental health treatment services.
<input type="checkbox"/> YES <input type="checkbox"/> NO	I have a mental health condition with a substantial life disruption and have shared my recovery story in providing support to others.
<input type="checkbox"/> YES <input type="checkbox"/> NO	I have lived experience in the following areas:
<input type="checkbox"/> YES <input type="checkbox"/> NO	I agree to attend the 5-day peer support specialist training, follow the zoom peer worker guidelines (attached), and take the certification exam.

Application Narrative

QUESTIONS? Call 517-335-2279

Email completed application to: MDHHS-PeerSupport@Michigan.gov

Updated November 2021

Last Name: _____

First Name: _____

The following questions are used as part of the application process to review the applicant's recovery experience and understanding of the principals of recovery. Your answers will be reviewed during the peer-to-peer phone interview.

1) What is your definition of a peer support specialist?

2) What does becoming a Certified Peer Support Specialist (CPSS) mean to you?

3) Describe what being in recovery means to you.

4) Peer support specialists must be willing to share their recovery story for the benefit of others. Please describe at least one example of how you have done this.

5) If you have a co-occurring condition, describe your support and recovery in this area.

Check if not applicable

QUESTIONS? Call 517-335-2279

Email completed application to: MDHHS-PeerSupport@Michigan.gov

Updated November 2021

Last Name: _____

First Name: _____

6) What are some of your strengths that you will build on while supporting others in their journey of recovery?
7) What are some of the things that helped you in your recovery?
8) What strengths, skills, and abilities have you developed in your recovery journey?
9) Describe some of the tools you use in the areas of health, wellness, and recovery.

Last Name: _____

First Name: _____

Your Current Employment:

10) What are the activities that you perform as a peer support specialist?
(Applicants must include an attached copy of your current job description)

11) Share some examples of how you have worked with individuals who are culturally diverse.

12) Describe what you find most **and** least rewarding about your current position.

13) What do you wish to gain from this training to help you strengthen your work as a peer support specialist?

Last Name: _____

First Name: _____

14) What else would you like us to know about you?
--

Michigan Certified Peer Support Specialists Code of Ethics

Certified Peer Support Specialists will maintain high standards of professional conduct in a manner that fosters hope and recovery while practicing self-care.

Certified Peer Support Specialists will advocate and support for the full integration of individuals into the communities of their choice.

Certified Peer Support Specialists will improve their knowledge and skills through ongoing education and share that knowledge with colleagues and individuals they serve.

Certified Peer Support Specialists will value diversity, equity and inclusion and will not practice, condone, facilitate, or collaborate in any form of discrimination based on ethnicity, race, sex, sexual orientation, gender identity, age, religion, national origin, marital status, political belief, disability, or any other preference or personal characteristic, condition, or state.

Certified Peer Support Specialists will respect the privacy of those they serve and will abide by State and Federal privacy and confidentiality laws.

Certified Peer Support Specialists will inform supervisor(s) or other members of the treatment team/agency immediately of any reported or suspected intent of serious harm to self or others or abuse from caregivers with those they serve.

Certified Peer Support Specialists will respect the rights and dignity of those they serve and shall not force any values or beliefs onto the person engaging in services.

Certified Peer Support Specialists will not engage in sexual or intimate relationships with individuals they serve, their relatives or others with whom they maintain a close personal relationship with.

Certified Peer Support Specialists will avoid relationships that conflict or create risk of harm in the best interest of individuals they serve. When dual relationships are unavoidable, it is the responsibility of the Certified Peer Support Specialist to seek supervisory consultation.

Certified Peer Support Specialists will not give, lend, borrow and/or accept gifts, of significant value, including financial transactions, from persons they serve.

Certified Peer Support Specialists will conduct themselves in a manner that fosters their own recovery and recognize the many ways in which they may influence peers and others in the community, as they serve as a role model.

QUESTIONS? Call 517-335-2279

Email completed application to: MDHHS-PeerSupport@Michigan.gov

Updated November 2021

Last Name: _____

First Name: _____

Certified Peer Support Specialists will share relevant parts of their recovery story to provide hope at a time when it is beneficial to the person served.

Certified Peer Support Specialists will provide strength-based services acknowledging that every person has skills, gifts, and talents they can use to better their lives.

Certified Peer Support Specialists will provide support for those they serve through all stages of recovery.

Please Read –

Sign below to indicate that you have read and agree with the following statements:

- I have completed this application by myself.
- I am a person who has a primary diagnosis of a mental health condition with a substantial life disruption.
- I understand that submission of this application does not guarantee approval.
- I attest that I meet the eligibility requirements as outlined on page 2 of this application and I authorize the peer support specialist training program to confirm my eligibility.
- I am employed by a CMHSP or contract provider and working in a peer support specialist role as defined in the Michigan Medicaid Provider Manual.
- I understand that I will be required to attend a 5-day training, follow the zoom peer worker guidelines (attached), and successfully pass a written exam to qualify for certification.
- I agree to respect and follow the Michigan Certified Peer Support Specialist Code of Ethics included in this application.
- I agree to share my recovery story in supporting others.
- All statements in this application are true and accurate.

Signature:	Date:

This application must be submitted by email (or fax if necessary) at least 30 days prior to the training date and must include:

- A copy of the current job description of the applicant
- 2 written references. - The letters of reference should be from individuals that can speak to your ability to effectively share your experience as a person in recovery, relate to people, and partner with colleagues. (The letter should not be from someone you serve)
- Supervisor Acknowledgment Form (page 10)

A peer-to-peer telephone interview will be a part of this application process. Please provide days/times most convenient to you.	
Days:	Times:

Last Name: _____

First Name: _____

Primary phone number to be reached at:
--

Upon receiving your application, applicants will receive a confirmation email. Applicants will receive a telephone interview within 3 weeks. Applicants will receive confirmation of acceptance or denial approximately 3 days after the telephone interview is completed.

Direct Supervisor Acknowledgement

The direct supervisor of the applicant must check the boxes below, provide the following information and acknowledgement.

I confirm that the applicant meets the training requirements as defined by the Medicaid Provider Manual. [MedicaidProviderManual.pdf \(state.mi.us\)](#)

Our agency agrees to support the applicant's attendance at the 5-day certification training and follow-up trainings including: Michigan best practices, study session and certification exam.

Our agency agrees to support the applicant's attendance by providing them a meeting space that is conducive to learning without other individuals present.

Our agency will pay Michigan Disability Rights Coalition a **\$200.00 cancellation fee** if the applicant is approved for the training and is unable to attend. If notification is provided five days prior to the training that the applicant will not be able to attend, the cancellation fee will not be required.

Name of Community Mental Health Service Program (CMHSP)/Provider Agency:	Name of Employer:
Full address of applicant's employer:	
Name of applicant's direct supervisor:	Phone:

Last Name: _____

First Name: _____

Supervisor Email:

Supervisor Signature:	Date:

Greetings Michigan Peer Workers,

We have received feedback from trainers and peers sharing concerns about participation of individuals while attending a MDHHS sponsored peer online trainings. We are including guidelines in the registration process to ensure that the trainings are safe and peers are representing professional standards. It is expected that even though we cannot meet in person, the same guidelines will be followed on the Zoom platform. In addition to these guidelines below, please respect any additional participation requirement provided by trainers. Please review the guidelines you will be expected to follow and sign at the bottom.

Training guidelines sponsored by MDHHS include:

- Be attentive –please be active and present. Don’t work on other tasks (like checking email, answering your cell phone, or talking to others) during the virtual meeting. You might miss out on key information and/ or an opportunity to give input;
- Silence your cell phone – please make sure your cell phone is on silent;
- Be respectful –please raise your hand – don’t interrupt other people when they are speaking (or attempt to speak over them). If you want to speak, physically raise your hand or use the “raise hand” feature that is available in the participant’s panel;
- Mute yourself – please mute your microphone when you are not talking. This will help eliminate any feedback or background noise that can be heard in your environment;
- Please arrive on time at the beginning of the training so you can introduce yourself and fully participate;
- Please arrive on time after breaks;
- **Do not drive and zoom** – This is a safety requirement. If a participant is driving, they will be removed from the training;
- Please do not smoke or use a vape;
- No swearing please;
- Have your camera **ON** at all times; we want people to be present and participate as we would in a face-to-face training;
- Please attend all sessions or entire training whichever applies; and
- Be yourself and have fun!

By signing this I understand and agree to follow these guidelines during all MDHHS sponsored trainings I attend.

Last Name: _____

First Name: _____

--	--

First and Last Name

Date

We appreciate the participation you have given in the trainings we have held and look forward to your participation in the future trainings scheduled. We hope you will leave with great skills to implement with the people you serve. If you have any questions or concerns, please reach out to us at MDHHS-peersupport@michigan.gov

Last Name: _____

First Name: _____

Michigan Peer Support Specialist Training Application Letter of Reference

Name of applicant:
Date:
Name of person providing reference:
Relationship to applicant:
How long have you known the applicant?
Please describe what strengths the applicant would bring to the role of peer support specialist:
Please describe areas the applicant may benefit in from attending the training:

Last Name: _____

First Name: _____

Michigan Peer Support Specialist Training Application Letter of Reference

Name of applicant:
Date:
Name of person providing reference:
Relationship to applicant:
How long have you known the applicant?
Please describe what strengths the applicant would bring to the role of peer support specialist:
Please describe areas the applicant may benefit in from attending the training: