



KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

P.O. Box 1360, Frankfort, Kentucky 40602

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REGISTERED ALCOHOL AND DRUG PEER SUPPORT SPECIALIST APPLICATION CHECKLIST

***Description:** Applicants typically already hold a current Temporary Alcohol and Drug Peer Support Specialist registration, and are ready to take the Alcohol & Drug Peer Support Specialist exam. Must have a High School Diploma or equivalent and have obtained all the required work experience, supervision, and training. Must attest to being in recovery for a minimum of one year from a substance related disorder.*

1. **18 years of age** or older.
2. **Section 1** of application completed – contact information, credential history, background questions.
3. **Section 2** completed – describing education attainment of at least high school diploma/equivalent
4. **Provide a copy of a high school diploma, high school transcript, or equivalent** (unless it was previously provided for Temporary PSS). Let the Board Administrator know if your diploma/transcript is under a different last name than your current one.
5. **Section 3 completed** – Must have completed **500 hours** of experience working with persons having a substance use disorder, **25 hours** of which shall have been under a Board approved CADC or LCADC supervisor.
6. **Digitally sign the Affidavit.**
7. **Digitally sign and date the Attestation of Recovery Form 2** – in which the applicant declares he/she has been in recovery for a minimum of 1 year from a substance-related disorder.
8. **Peer Support Specialist Training Verification Form 5** – Completed and documented 40 classroom hours of board-approved curriculum, which includes 16 hours of ethics (8 of which must be face-to-face), 3 hours of domestic violence, 2 hours of HIV, 10 hours of advocacy, 10 hours of mentoring and education, and 10 hours of recovery support.
9. **Peer Support Specialist Supervisory Agreement Form 6** – Completed and signed by you and your Board Approved Supervisor, even if you are maintaining the same Board-approved supervisor of record.
10. **Peer Support Specialist Verification of Supervision Form 8** – documenting 25 hours of direct supervision signed by your Board Approved Supervisor including the 4 following domains: Advocacy, Ethical Responsibility, Mentoring & Education, Recovery & Wellness Support.
11. **Supervision Evaluation for Peer Support Specialist Form 9** – Completed and signed by your supervisor.
12. **Two letters of reference** from credentialed alcohol and drug counselors (CADC) or licensed clinical alcohol & drug counselors (LCADC).
13. **Submit payment** via electronic check or card through eServices.

Registration as an Alcohol and Drug Peer Support Specialist Application Fee	\$50.00
Registration as an Alcohol and Drug Peer Support Specialist Exam Fee	\$150.00
Registration as an Alcohol and Drug Peer Support Specialist Initial Issuance Fee (Due after the examination has been successfully passed)	\$100.00

The completed application is submitted to the Kentucky Board of Alcohol & Drug Counselors via eServices. Materials must be received by our office at least 10 DAYS PRIOR to the next scheduled Board Meeting to ensure placement on the agenda. If this deadline is not met, your application will likely be added to the next month's agenda.

IMPORTANT INFORMATION

- **Incomplete applications will not be reviewed.**
- **Applicants will not be notified when their application arrives.**
- **Your payment being accepted does not mean your application has been reviewed.**
- **It is the applicant's responsibility to ensure materials have been received by the Board Administrator.**
- **Applicants may contact the office to check on the status of their application. Email is best: adc@ky.gov**

Supervision occurring prior to August 24th, 2015 must have been with a Kentucky CADC in good standing with the Board and who had 2 years of post-certification experience along with appropriate documentation. Supervision sessions occurring **after** August 24th, 2015 must adhere to the new requirements: Both the supervisor and the supervision agreement must be approved by the Board first and temporary credential issued and active.

When you start supervision: It is best to document it on a regular basis. Keep good notes and maintain copies of everything for your own records. You should begin to document your supervision on the **PSS Verification of Supervision Form 8** found on the ADC website under Forms & Documents. Your hours will need to be **submitted on an annual basis** (based on the issuance date of your temporary registration) using this form, along with the **Supervision Annual Report Form 14** via your online eServices account.

Supervision sessions: Should not be documented as “blocks” of dates. List each session individually with the corresponding date and time and the board-approved supervisor’s signatures.

If you have long supervision sessions: Document as much detail as possible what those sessions looked like and the activities completed or it could cause your Registered Alcohol & Drug Peer Support Specialist application to be deferred. Supervision sessions do not “typically” last 3+ hours and should not be occurring every day. Supervision sessions that **exceed two hours in a single day** will require a **written explanation** justifying the length of supervision when submitted in eServices. For information regarding the difference between work experience and working alongside of your board-approved supervisor vs clinical supervision, please review the laws and regulations booklet found on the ADC website under LEGAL.

Classroom Training Hours: 1 academic credit hour equals 15 actual training hours. Therefore, if you took a 3 credit hour course related to alcohol/drug counseling, it would equal 45 actual training hours. You may also be able to count trainings you have already taken if relevant (out of state trainings, in state trainings, continuing education, other peer support trainings, etc.). For more information, please refer to the “Curriculum of Study” and “Continuing Education” regulations found on the ADC website under LEGAL. Your training hours will not be officially accepted by the Board until you submit the application for the Registered Alcohol & Drug Peer Support Specialist.

Registered/Temporary Registered Alcohol & Drug Peer Support Specialists Scope of practice:

Temporary Registered and Registered Alcohol and Drug Peer Support Specialists should not be performing clinical services (i.e.: psycho-socials and treatment plans are clinical functions they should not be doing). They are not to be mini-counselors. They are instead advocates, educators and coaches. Please refer to the following information from SAMHSA:

“Recovery support services are non-clinical services that are used with treatment to support individuals in their recovery goals. These services are often provided by peers, or others who are already in recovery. Recovery support can include: Transportation to and from treatment and recovery-oriented activities; Employment or educational supports; Specialized living situations; Peer-to-peer services, mentoring, coaching; Spiritual and faith-based support; Parenting education; Self-help and support groups; Outreach and engagement; Staffing drop in centers, clubhouses, respite/crisis services, or warm lines (peer-run listening lines staffed by people in recovery themselves; Education about strategies to promote wellness and recovery.”

<https://www.mansfieldumadaop.com/treatment/recovery-support-services>

NEXT STEPS:

1. Print off and read through the Board's Laws and Regulations Booklet found at <http://adc.ky.gov>.
2. You must remain under your Board-approved supervisor of record and maintain the minimum required monthly supervision over the full course of your registration with this Board; even after you pass the PR examination and have your full registration officially issued by the Board.
3. Read the Board's supervision regulation in full: 201 KAR 35:070 Supervision Experience found on the ADC website under LEGAL.
4. If approved, you will receive a letter or email approximately 2 weeks following the Board meeting with instructions on how to register for the computer based "PR/Peer Recovery" exam.
5. Begin preparing to take the IC&RC Peer Recovery (PR) computer exam.

EXAM PREPARATION, STUDY MATERIALS & PRACTICE EXAMS

<http://internationalcredentialing.org/exams> (PR / Peer Recovery Exam)

The Kentucky Board offers computer-based examinations. Applicants may take the computer exam any date, time or location of their choosing. The examination is multiple choice. Whenever your application is approved, you will be given instructions on how to finalize registration on your own. The exam must be scheduled within the one (1) year from the date of approval.

Peer Support Specialist PR Examination Fee **\$150.00**

6. You will know on the day you take your computer exam if you have passed or not. If you have not passed the exam, the Board will send you instructions for taking the exam a second time. If you have failed the exam two or more times, a board-approved remediation plan is required as co-signed by your supervisor(s).

After you pass the exam, the Board will receive your score report the next business day. We will then send your passing scores to your email along with a request for you to send in your initial Registration fee. Upon receipt of your fee, your Registered Alcohol & Drug Peer Support Specialist number will be issued within approximately 10 business days. Your registration will not need to be renewed for three years; however, please review the renewal, continuing education requirements and the requirements for training program in suicide assessment, treatment, and management, 201 KAR 35:040, found on the ADC website under LEGAL.

Peer Support Specialist Initial Registration Fee **\$100.00**

7. It is your responsibility to keep the Board informed of any change in address, e-mail, name, contact information, employment and supervision changes. Changes can be submitted via your eServices online account. Click the RECORD CORRECTION link from the main menu. Important Board correspondence will be emailed to you. **Do not rely on forwarding services of the U.S. Postal Service.**

8. One year from the issuance of your registration you must submit a **Supervision Annual Report Form 14** and **Peer Support Supervision Verification Form 8** to the Board. Supervision is due on a yearly basis containing only supervision received in the previous one (1) year period.

Annual Report Forms to Submit and Where to Locate the Forms:

1. The **Supervision Logs/ PS Supervision Verification Form 8** is located under Forms & Documents on the ADC website.
2. The **Supervision Annual Report Form 14** is to be completed online via eServices.

Should the Board request additional documentation, the licensee will receive email correspondence stating the Board's request for additional information. If the Supervision Annual Report Form is received and accepted, the supervisee will receive such approval email correspondence.

It is a shared responsibility between supervisee and supervisor that timely documentation is submitted to the Board.

9. Request to have two (2) Board-approved supervisors: If you would like two Board-approved supervisors, an additional Supervisory Agreement shall be submitted to the Board for approval. 201 KAR 35:070 states **each** supervisor of record shall provide supervision to the supervisee no less than two (2) hours, two (2) times a month. 201 KAR 35:070 Section 7 states if a supervisee has more than one (1) board-approved supervisor, the supervisors shall be in direct contact with each other at least once every six (6) months, and they shall provide supervisory plans and reports to the board and copies to each other. Your request to have 2 supervisors shall include detailed information as to how the supervisors shall communicate and coordinate with each other in providing the required supervision.

Request to change or terminate your Board-approved supervisor: If you need to add, change, or remove your supervisor(s) of record, these changes must be submitted via your online eServices account. 201 KAR 35:070 Section 3(2) states upon a change of supervisor, a new Supervisory Agreement shall be submitted by the supervisor and supervisee to the Board for approval. Upon termination of the supervisor-supervisee relationship, the **Peer Support Supervision Evaluation Form 9** and copies of your **Supervision Log Form 8** shall be submitted to the Board within 30 days of termination.