



KENTUCKY BOARD OF ALCOHOL AND DRUG COUNSELORS

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TEMPORARY REGISTRATION AS AN ALCOHOL & DRUG PEER SUPPORT SPECIALIST CHECKLIST

Description: Applicants for Temporary Registration as an Alcohol and Drug Peer Support Specialist have a High School Diploma or equivalent and still need to obtain the work experience, supervision, and training needed to become a fully registered Alcohol and Drug Peer Support Specialist. They also must attest to being in recovery for a minimum of one year from a substance related disorder and have not yet taken or passed the Peer Support Specialist Alcohol & Drug Exam. The period of a temporary credential shall be terminated upon the passage of two years from issuance.

- 1. 18 years of age** or older.
- 2. Section 1** of application completed – contact information, credential history, background questions.
- 3. Section 2** of application completed – describing education attainment of at least high school diploma (or equivalent).
- 4. Section 3** of application completed – list your relevant work experience obtained thus far, if any, as well as where you expect to obtain your relevant work/supervision experience.
- 5. Digitally sign the Affidavit.**
- 6. 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.
- 7. Peer Support Specialist Supervisory Agreement Form 6** – Completed and signed by you and your Board Approved Supervisor (CADC, LADC, or LCADC)
- 8. Provide a copy of a high school diploma, high school transcript, or the equivalent.** Please let the Board Administrator know if your diploma/transcript is under a different last name than your current one.
- 9. Submit payment** via electronic check or card through eServices.

Temporary Registered Alcohol & Drug Peer Support Spec. Application Fee \$50.00

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 most likely be added to the next month's agenda for review. Board meeting dates are on our website <http://adc.ky.gov> under "Quick Links."

This document is to only be used as a guide, not an interpretation of the law. To read the law in its entirety see Kentucky Revised Statutes KRS [309.080](#) to KRS [309.089](#) and Kentucky Administrative Regulations [201 KAR 35:010](#) to [201 KAR 35:090](#).

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**

Where to find a list of Board-approved Supervisors: <http://adc.ky.gov> under "Quick Links". You may need to Google the counselor's name to find their current agency/contact information and give them a call to let them know you would like to receive Board approved supervision for the Temporary Registered Alcohol & Drug Peer Support Specialist.

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 at <http://adc.ky.gov> under "**Forms & Documents**" at the top of the page. Your hours will need to be submitted **on an annual basis** (based on the issuance date of your temporary registration) using eServices, 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 as to what those sessions looked like/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 versus "clinical supervision," please review the laws and regulations found at <http://adc.ky.gov>

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 at <http://adc.ky.gov> under "LEGAL" in the bar across the top of the page. Your training hours will not be officially "accepted" by the Board until you finally apply for the Registered Alcohol & Drug Peer Support Specialist and that application is reviewed (NON-temporary application).

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>

The period of a temporary credential shall be terminated upon the passage of two years from issuance. TRADPSS credentials can no longer be extended. Should you need more time after your credential expires, you are welcome re-apply for the Temporary Registered A&D PSS.

NEXT STEPS:

1. Print off and read through the Board's Laws and Regulations Booklet found at <http://adc.ky.gov>

2. If approved, you will receive an approval email within approximately 2 weeks following the Board meeting. **Board meeting results will NOT be disclosed via phone.** You must wait for your letter or email to arrive. If you do not want to wait for the correspondence to arrive, you may try checking the board's website the week following the board meeting to see if you have been approved:

<http://adc.ky.gov> and **click on "Verify a license"** to search for your name

Direct link http://oop.ky.gov/lic_search.aspx

If your name comes up and shows an **active** Temporary Alcohol & Drug PSS with an issue and expiration date you have been approved with the supervisor(s) of record you submitted along with your application and you may call yourself a Temporary Registered Alcohol & Drug Peer Support Specialist. Supervision will be authorized to begin under your approved supervisor(s). If you do not see your name at all, please wait for your formal letter to arrive.

If you are not approved, you will receive a letter or email of explanation within **approximately 2 weeks following the Board meeting**. Board meeting results **will NOT be disclosed via phone**. You must wait for your letter or email to arrive. You will have an opportunity to submit additional/missing information in time for the next monthly board meeting so your application can be reviewed a second time. **Applicants that are not approved are not able work in the capacity of a Temporary Registered Alcohol and Drug Peer Support Specialists, call themselves a TRADPSS, or begin counting the hours of supervision under the requested supervisor(s).**

3. Print off Form 8 and start recording your supervision found at <http://adc.ky.gov> under "Forms & Documents"

4. Temporary Registered Alcohol & Drug Peer Support Specialists do not have Continuing Education Requirements: While they are in the temporary status, TRADPSS are expected to be working on the trainings, work hours, and supervision needed to apply for the REGISTERED ALCOHOL & DRUG PEER SUPPORT SPECIALIST.

5. Make sure to read the Board's supervision regulation in full: <http://adc.ky.gov> click on "LEGAL" and select **201 KAR 35:070 Supervision Experience**.

6. One year from the issuance of your Temporary Registration you must submit a **Supervision Annual Report Form 14** and a **PS Supervision Verification Form 8** to the Board via eServices.

Supervisees with annual reports due are to submit documentation **via their eServices online account** found at <http://adc.ky.gov> by clicking on "eServices"

Direct Link: <https://oop.ky.gov/Eservices/Default.aspx>

Once logged in, select the "Supervision" link from the main menu. You should see your board approved supervisor(s) listed.

Should the Board request additional documentation, following the next regularly scheduled meeting of the Board the supervisee will receive email correspondence regarding their annual report stating the Board's request for additional information. If the supervision annual report is received and accepted, the supervisee will receive such approval email correspondence.

ALL SUPERVISEES & SUPERVISORS must ensure their eServices account is up-to-date with current contact information, including e-mail.

Important Board correspondence regarding supervision, etc. will be sent via email.

It is a shared responsibility between supervisee and supervisor to submit timely documentation to the Board. eServices Direct Link: <https://oop.ky.gov/Eservices/Default.aspx>

7. **Request to have two (2) Board-approved supervisors of record:** If you would like two Board-approved supervisors, an additional Supervisory Agreement shall be submitted online to the Board for approval via your eServices online account. 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. A request to have two (2) supervisors at once shall include detailed information as to how the supervisors shall communicate and coordinate with each other in providing the required supervision.
8. **Request to change or terminate your Board-approved supervisor:** If you need to add, change, or remove your supervisor of record please do so via your online eServices account. 201 KAR 35:070 states upon a change of supervisor, a new plan for supervision or **Supervisory Agreement Form 6** shall be submitted by the supervisor or supervisee for approval (via their online eServices account). Upon termination of the supervisor-supervisee relationship, the final report of supervision or **Supervision Evaluation Form 9 and copies of Supervision Log Form 8** shall be submitted to the Board within thirty (30) days of the termination
9. **Begin preparing to take the IC&RC Peer Recovery (PR) computer exam.** After you have obtained the necessary work experience, supervision, and trainings necessary for the REGISTERED ALCOHOL & DRUG PEER SUPPORT SPECIALIST, you will then submit the complete REGISTERED ALCOHOL & DRUG PEER SUPPORT SPECIALIST Application online via eServices. Once your application is approved, you will be sent instructions to register for the PR computer-based exam.

EXAM PREPARATION, STUDY MATERIALS & PRACTICE EXAMS

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

EXAM INFORMATION

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 period from the date of approval.

10. **It is your responsibility to keep the Board informed** of any changes to address, name, contact information, employment and/or supervisor. Changes may be submitted via your online eServices account. From the main menu, click **RECORD CORRECTION**. **Do not rely on forwarding services of the United States Postal Service.**