

Certified Recovery Peer Advocate Training Verification Form

Requirement: Certified Recovery Peer Advocate applicants must complete and document a minimum of 46 hours of training, with a minimum number of training hours in each performance domain as follows:

- Advocacy: 10 hours
- Mentoring/Education: 10 hours
- Recovery/Wellness Support: 10 hours
- Ethical Responsibility: 16 hours

All training must have been completed with the last 5-years.

Content-specific training for initial application purposes DO NOT have to be delivered by an NYCA approved training provider.

How to Document: The applicant completes the Training Verification Form, attaches copies of eligible training documentation in the same order as listed on the form and uploads (for electronic, on-line application) or mails hard-copy, original forms to the NYCA office.

Training documentation must provide the following information:

- Applicant's Name
- Title of course/training/educational event*
- Event sponsor/provider
- Delivery date(s)
- Number of Contact/Clock Hours

**If the event title does not clearly identify the instructional content, please attach an official description of the event, such as an agenda or syllabus.*

In the absence of complete documentation, contact the training provider and request they provide you with the additional information on their official letterhead: you may submit these letters as supporting documentation of successful completion of training requirements.

If you use college coursework to for training credit, you must provide documentation for each entry as follows: (1) Make a photo copy of your transcript, number each course you are using to meet training requirement(s), print out the course description as published by the educational institution, write the number corresponding to the course on your transcript and the course name on the course description. Place this document in the appropriate order as is appears on this form. For an example, please visit our website at www.nycertification.org.

How to Calculate Content-specific Training Hours:

College coursework is credited at the rate of 45-clock hours per 3 semester hour course. Partial credit may be calculated for topics covered in the overall course. For example, a course on treatment planning may include partial credit for "documentation" training.

Partial-day, Full-day and Multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed. If the total credit hours are not listed on the certificate, attach a copy of the training agenda.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

Certified Recovery Peer Advocate Training Verification Form (2 of 4)

Training Topic: Mentoring/Education

Training Requirement: Minimum of 10 hours of training in topics directly related to Mentoring/Education.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached
↓ Training Report and Documentation Example ↓				
<i>Adult Learning Styles</i>	<i>Rochester Community College</i>	<i>8-8-13</i>	<i>6</i>	<i>Certificate of Completion</i>
↑ Training Report and Documentation Example ↑				
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached

Certified Recovery Peer Advocate Training Verification Form (3 of 4)

Training Topic: Recovery/Wellness Support

Training Requirement: Minimum of 10 hours of training in topics directly related to Recovery/Wellness Support.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached
↓ Training Report and Documentation Example ↓				
<i>WRAP 101</i>	<i>Recovery Works</i>	<i>3-3-12</i>	<i>6</i>	<i>Conference Certificate of Attendance and Conference Brochure</i>
↑ Training Report and Documentation Example ↑				
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached

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Training Topic: Ethical Responsibility

Training Requirement: Minimum of 10 hours of training in topics directly related to Ethical Responsibility.

Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached
↓ Training Report and Documentation Example ↓				
<i>HIPAA & Confidentiality</i>	<i>CMS</i>	<i>11-10-11</i>	<i>4</i>	<i>Certificate of Completion</i>
↑ Training Report and Documentation Example ↑				
Title of Training	Training Provider	Date of Training	Training Hours Awarded	Type of Documentation Attached