



Wisconsin Certified Peer Specialist Application Instruction Sheet

The application contains three pages. Please, read and fill out each section carefully and completely.

The exam is based on the state-approved training core competencies. It is recommended that you study your training materials.

Page One

Questions 1, 2 and 3 have information boxes that must be checked.

If you have successfully passed one of the four state-approved trainings, a copy of your certificate or a letter stating that you successfully completed the training must be sent with the application. If you are asking for a training waiver, please complete number 3 and include the required documents with the application.

Number 4 - pertains to signing the application and agreeing to the Wisconsin Code of Conduct for Peer Specialists.

Number 5 - explains the number of times a person may attempt to pass the exam in a year and the waiting period between test dates. Applicants must reapply to take the exam and pay the \$50 fee.

Page Two

This page contains important information on the Certification Exam Process. This includes Continuing Education Hours (CEH) requirements, recertification and fees.

This exam is given online. You have three (3) hours to complete the exam. **You will be notified by email from the University of WI-Milwaukee (UWM) as to your test site, date/time one week prior to the exam. PLEASE DO NOT CALL THE UNIVERSITY OF MILWAUKEE or the Independent living centers. Correct contact information is below.**

The passing score is 85%. You will receive a letter containing your test score. Upon successful completion of the required components, a Certification document will be issued to you by the State of Wisconsin within 30 days of the exam.

There is an information section for out of state candidates who are moving to Wisconsin.

Page Three

This page needs to be read carefully and filled out completely. By marking the check boxes, you agree to the requirements of being a Wisconsin Certified Peer Specialist and enclosed the fees and required documentation to the UW-Milwaukee at the address provided in the application.

Complete applications, required documentation and payment must be received (not postmarked) by the deadlines that are listed on the websites: www.sce-peerspecialist.uwm.edu -or- www.wicps.org incomplete applications will be returned. Do not FAX or email your application, it must be USPS postmarked.

For questions on the exam process and reasonable accommodation request form please contact:

Alice F. Pauser, CPS

Wisconsin Peer Specialist Program Coordinator

Phone: 1-800-362-9877 ext 224 or 608-242-8484

E-mail: alicep@accessstoind.org

Retain a copy of your application for your records.

Thank you!

January 2011

Application Guidelines for Peer Specialist Certification



Section I. Process for Peer Specialist Certification in Wisconsin

Please check off the items below that apply to you. Leave the checkbox blank if it does not apply to you.

1. A Peer Specialist candidate for certification must be:
 - At least 18 years old, and
 - Be a high school graduate or have a G.E.D. certificate.
 - An “education waiver request letter” may be submitted if the high school graduate or GED certificate is not in place.

2. Training:
 - The Peer Specialist applicant must have attended a training program approved by the Wisconsin Peer Specialist Committee of the Recovery Implementation Task Force. Consumer as Provider(CAP), Recovery Innovations(RI), formerly META, Depression and Bipolar Support Alliance(DBSA), or National Association of Peer Specialists(NAPS)
 - A copy of the document of successful completion of this training must be included with this application. Please indicate whether this was a (CAP), (DBSA), (NAPS) or RI (formerly META) training.**

Training Waiver Application

3. In order to receive a training waiver, the applicant must complete the following steps:
 - Attach a letter requesting a training waiver to this application.
 - Provide verifiable, direct human services/peer specialist work experience of a minimum of 6 months full time (1000 hours), paid or volunteer, OR
 - 1000 hours part time in the past three years in a direct services peer specialist role, either paid employment or volunteer service.

4. The candidate must submit this signed, dated agreement to practice as a Peer Specialist in accordance with the Wisconsin Code of Conduct for Peer Specialists.

5. A peer specialist certification candidate may attempt to pass the certification exam a maximum of two times per year, with at least three months between tests. Applicants must reapply each time to take the exam and also pay the \$50 fee.

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Application Guidelines for Peer Specialist Certification



IMPORTANT INFORMATION ON THE CERTIFICATION PROCESS

- ⇒ Wisconsin Peer Specialist certification is valid for two years. In this two year period, 20 hours of Continuing Education (CEH) must be obtained to qualify for recertification. The required areas of education are:
- Cultural Competence
 - Ethics and Boundaries
 - Trauma Informed Care
 - Peer Specialist Specific
- Psychopharmacology and Motivational Interviewing are also *Strongly Suggested*. Certified Peer Specialists may choose any other continuing education courses they wish, and must have a minimum of 20 hours of continuing education bases on the Wisconsin Peer Specialist Core Training Competencies. Certified Peer Specialists are responsible for maintaining their Continuing Education Hours and providing documentation of completion to the University of Wisconsin-Milwaukee (UWM).
- ⇒ After two years, recertification does not involve taking another certification test unless the initial Certification has lapsed and then the test must be retaken.
- ⇒ The initial Certification fee is \$50. The recertification renewal fee is \$50 every two years. Test takers will be notified by e-mail or regular mail of their assigned test site, time, and date. Three (3) hours are allowed for taking the exam. **PLEASE NOTE:** Exam is given online at a computer. *If you do not show up for the time you are scheduled for, an additional \$25 rescheduling fee will be added.*
- ⇒ **If you show up 15 minutes late for your scheduled exam time, you will not be allowed to take the exam. Try to arrive 10-15 minutes early to get set-up.**
- ⇒ Upon successful completion of the required components, a Certification document will be issued by the State of Wisconsin.
- ⇒ This Certification is not transferable to anyone else.

Out of State Candidates Moving to Wisconsin

Any out of state candidate who submits a copy of verification of successful completion of a peer specialist training program approved by the Recovery Implementation Task Force Peer Specialist Committee of Wisconsin: Depression and Bipolar Support Alliance (DBSA), Recovery Innovations (RI), Consumer as Provider (CAP), or National Association of Peer Specialists (NAPS) is eligible to take the Wisconsin certification.

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Application Guidelines for Peer Specialist Certification



Application for the Peer Specialist Certification

I have read, and I understand the requirements of certification as stated in this application. I have received the Wisconsin Peer Specialist Job Description, Wisconsin Core Training Competencies and the Wisconsin Peer Specialist Code of Conduct. **

I agree to abide by the Wisconsin Peer Specialist Code of Conduct by applying for this certification.

Printed Name

Signature

Mailing Address

Telephone with area code

Email address (required)

Date _____

** Check boxes below before submitting application.

- Enclosed is a Check for \$50.
- Enclosed is documentation of successfully completing required training [see item 2]
- I have read the WI Peer Specialist Job Description
- I have read and agree to the WI Peer Specialist Code of Conduct
- I have read and agree to the WI Peer Specialist Core Competencies

Please send payment and application materials by the application deadlines listed on www.sce-peerspecialist.uwm.edu to:

UW- Milwaukee School of Continuing Education
Mary Pick and Latonia Pernell
161 W Wisconsin Ave. Suite 6000
Milwaukee, WI 53203-2602

For questions, test site accommodation needs or further information about the exam please contact:

Alice F. Pauser, CPS
Ph. 1-800-362-9877 Ext 224
E-mail: alicep@accesstoind.org
www.wicps.org



Peer Specialists
Igniting Recovery

Reasonable Accommodations Application

For the WI Peer Specialist Certification Exam

For Exam Date: _____
Application deadline is two weeks prior to exam.

If you require a reasonable accommodation while taking the WI Peer Specialist Certification Exam please fill out the following:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

People with a mental or physical disability may request reasonable accommodation to perform the functions necessary to complete the examination process. Please let us know what type of accommodation you are requesting. Once your request is received, you will be contacted to discuss your needs.

Mail or FAX this completed form to:

Alice F. Pauser, CPS
WI Peer Specialist Program Coordinator
Access to Independence, Inc
301 S Livingston St. Suite 200
Madison, WI 53703
Phone: 608-242-8484 or 800-362-9877
FAX: 608-242-0383

Please keep a copy for your records. Thank you.

11/1/10



Peer Specialists
Igniting Recovery

General Wisconsin Peer Specialist Job/Position Description

(This Job/ Position Description is to give an idea of some of the functions a Peer Specialist could perform. Tailoring would be necessary to fit the unique mission.)

Title of Position: Peer Specialist (Paid Evidence Based Practice Position)

Job Summary: The Peer Specialist engages and encourages mental health service recipients in recovery, and the peer specialists provide service recipients with a sense of belonging, supportive relationships, valued roles and community. The goal is to promote wellness, independent living, self direction, and recovery focus, enhancing the skill and ability of service recipients to meet their chosen goals. The Peer Specialist works with service recipients as equals except in having more recovery experience and training, looking for and empowering signs of wellness and recovery, encouraging strength and self-direction. Peer Specialists are examples of recovery, meaning previous first-hand experience with some parts of what the service recipients are experiencing at the time support services are needed. In some programs, the Peer Specialist must be supervised by a qualified mental health professional.

ESSENTIAL FUNCTIONS:

Providing Support

The Peer Specialist will:

- Identify as a person in mental health recovery.
- Understand their role and fully participate as an integral part of the professional Recovery Team.
- Be mindful of the ethics, boundary, power and control issues unique to Peer Specialists.
- Establish rapport with the service recipients.
- Provide information as to the purpose of peer support and recovery models.
- Provide service recipients with very clear definitions of recovery and its components.
- Intentionally share their Recovery Story as appropriate to assist service recipients, providing hope and help in changing patterns and behaviors.
- Provide respect for the service recipients, for example, in viewing what traditionally is labeled “resistance” as “self direction”, and honor the person for taking charge of their own life.
- Set mutually acceptable boundaries with the service recipient, especially about “help” and “safety”; continue to ask if these are the same or changing.
- Be well informed about trauma, and explore with service recipients their experiences and support these individuals in getting appropriate resources to help.
- Have his/her own Wellness Recovery Action Plan (WRAP) or another recovery plan done and in current use.
- Be able to assist service recipients with constructing their own Wellness Recovery Action Plans (WRAPs, or another recovery plan.)
- Help persons in crisis explore options that may be beneficial to their recovery and to maintaining stability.
- Provide culturally sensitive and age specific services. Continue to increase knowledge in this area.



Peer Specialists
Igniting Recovery

General Wisconsin Peer Specialist Job/Position Description

- Surround service recipients in recovery, wellness, and hope.
- Focus positively with service recipients on emotional growth, strengths, and life (recovery) goals.
- Encourage service recipients to become self-directed, focus on their strengths, exercise use of natural supports and view themselves as helpful, not just helped.
- Use active listening skills.
- Provide resources that are beneficial to recovery.
- Understand rights and overcome stigma.

Communicating with Supervisors and Interacting with Staff

Peer Specialists will:

- Understand and utilize the established supervisory hierarchy to communicate needs, ask questions (especially about ethics, boundaries, and confidentiality), mention concerns, etc.
- Provide education to staff on recovery reminding them that recovery is possible, and that peer support has become an Evidence Based Practice.
- Accurately complete and punctually turn in time sheets.
- Accurately, respectfully, punctually complete all required documentation.
- Work with service recipients and staff in a manner that incorporates the policies of the Peer Specialist Program and the responsibilities of the staff based on their policies.
- Begin work with service recipients stating that talk of harm to self or others cannot be kept confidential. Report threats to harm self or others immediately to the staff in charge.

Demonstrating Confidentiality

Peer Specialists will:

- Be familiar with Wisconsin documents relating to confidentiality. Be very knowledgeable of all confidentiality directives from your own agency.
- Maintain the utmost confidence concerning all verbal and written information whether obtained from service recipients or otherwise.
- Be knowledgeable of information that should not be kept in confidence: threats to harm self or others, and know how to handle these situations.

PREFERRED TRAINING/SKILLS:

- Group facilitation or co-facilitation experience.
- Both completion of Wellness Recovery Action Plan or another plan for self, and also knowledge of how to run a group assisting service recipients in how to write their own Wellness Recovery Action Plan, or another plan.
- Basic knowledge of how to assist service recipients with locating community resources (employment, housing, health, peer delivered services including 12 step groups, etc).
- Work or volunteer experience providing peer support.



Funded by the Centers for Medicare and Medicaid, Medicaid Infrastructure Grant #93.768,
Department of Health Services/Pathways to Independence



Wisconsin Certified Peer Specialist Code of Conduct

For Mental Health and Mental Health/Substance Use Disorder
Peer Delivered Services

The following principles will guide Peer Specialists in their various role relationships and levels of responsibility in which they function professionally.

1. The primary responsibility of Peer Specialists is to help service recipients understand recovery and achieve their own recovery needs, wants, and goals. Peer Specialists will be guided by the principle of self-determination for each service recipient.
2. Peer Specialists will conduct themselves in a manner that fosters their own recovery and will maintain personal standards that are respectful to self and community.
3. Peer Specialists will be open to share with service recipients and coworkers their stories of hope and recovery and will likewise be able to identify and describe the supports that promote their recovery and resilience.
4. Peer Specialists have a duty to inform service recipients when first discussing confidentiality that contemplated or actual harm to self or others cannot be kept confidential. Peer Specialists have a duty to accurately inform service recipients regarding the degree to which information will be shared with other team members, based on their agency policy and job description. Peer Specialists have a duty to inform appropriate staff members immediately about any person's possible harm to self or others or abuse from caregivers.
5. Peer Specialists will never intimidate, threaten, harass, use undue influence, physical force or verbal abuse, or make unwarranted promises of benefits to the service recipients they support.
6. Peer Specialists will not practice, condone, facilitate or collaborate in any form of discrimination on the basis of ethnicity, race, sex, sexual orientation, age, religion, national origin, marital status, political belief, disability, or any other preference or personal characteristic, condition or state.
7. Peer Specialists will advocate with service recipients so that individuals may make their own decisions when partnering with professionals.
8. Peer Specialists will never engage in any sexual/intimate activities with service recipients they support. While a service recipient is receiving services from a Peer Specialist, the Peer Specialist will not enter into a relationship or commitment that conflict with the support needs of the service recipient.



Wisconsin Certified Peer Specialist Code of Conduct

9. Peer Specialists shall only provide service and support within the hours, days and locations that are authorized by the agency with which they work.
10. Peer Specialists will keep current with emerging knowledge relevant to recovery, and openly share this knowledge with their coworkers and service recipients. Peer Specialists will refrain from sharing advice or opinions outside their scope of practice with service recipients.
11. Peer Specialists will utilize supervision and abide by the standards for supervision established by their employer. The Peer Specialist will seek supervision to assist them in providing recovery oriented services to service recipients.
12. Peer Specialists will not accept gifts of money or items of significant value from those they serve. Peer Specialists do not loan or give money to service recipients.
13. Peer Specialists will not discuss their employment situation in a negative manner with any service recipient.
14. Peer Specialists will protect the welfare of all service recipients by ensuring that all their conduct will not constitute physical or psychological abuse, neglect, or exploitation. Peer Specialists will provide trauma informed care at all times.
15. Peer Specialists will, at all times, respect the rights, dignity, privacy and confidentiality of those they support.

Revised November 19, 2010

Approved by the Peer Specialist Committee of the WI Recovery Implementation Task Force



Wisconsin Peer Specialist Core Training Competencies

Training Comparison Between:

- Consumer As Provider (CAP)
- Depression and Bipolar Support Alliance (DBSA)
- National Association of Peer Specialists (NAPS) and
- Recovery Innovations (RI-formerly known as META)

	CAP	DBSA	NAPS	RI
WISCONSIN CORE TRAINING COMPETENCIES				
Values:				
Believe in the value of consumer-directed services	Y*	Y	Y	Y
Have an outlook on life that inspires hope	Y*	Y	Y	Y
Believe that growth and change are possible	Y*	Y	Y	Y
Have the capacity to care/empathy	Y*	Y	Y	Y
Have a non-judgmental attitude	Y*	Y	Y	Y
Value consumer choice	Y*	Y	Y	Y
Have respect for other cultures, sexual orientation, spiritual beliefs, and family culture	Y*	Y	Y	Y
Believe in empowerment	Y*	Y	Y	Y
Have respect for confidentiality and all other consumer rights	Y*	Y	Y	Y
Personal Abilities:				
Is able to utilize own experience and translate this experience to others with mental illness and/or substance abuse issues	Y*	Y	Y	Y
Has self awareness and is able to use self to inspire others	Y*	Y	Y	Y
Is able to make good decisions/be a good role model/exercise options	Y*	Y	Y	Y
Possesses problem-solving skills	Y	Y	Y	Y
Can help people explore choices and consequences	Y*	Y	Y	Y
Has self knowledge about own recovery and sets personal boundaries	Y*	Y	Y	Y
Can support own recovery while helping someone else	Y*	Y	Y	Y
Is able to let people help themselves – empower them	Y*	Y	Y	Y
Recognizes others strengths and challenges	Y	Y	Y	Y
Is flexible, open minded and tolerant	Y*	Y	Y	Y

*Indicates the belief that no curriculum can teach values or personal traits, as in the first 2 sections of the grid. "A course and the discussion and assignments can shape or challenge those areas, but shifts cannot be accurately measured. The title is competencies, not content."

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	Y*	Y	Y	Y	Y
Is patient and resilient					
Personal Abilities: (continued from previous page)	CAP	DBSA	NAPS	RI	
Is able to work collaboratively/participate on a team	Y (if internship)	Y	Y	Y	Y
Openness to learning and continuing education	Y	Y	Y	Y	Y
Knowledge:					
In-depth knowledge of recovery	Y	Y	Y	Y	Y
Ethics, boundaries, and healthy relationships	Y	Y	Y	Y	Y
Owns strengths and weak spots	Y	Y	Y	Y	Y
General understanding of mental illness and substance abuse, and treatments/services/supports	Y	Y	Y	Y	Y
The role of spirituality in recovery	Y	Y	Y	Y	Y
The role of sexuality in recovery	N	Y	N	Y	Y
Knowledge of the impact of trauma on recovery	Y	N	Y	Y	Y
How to find information about a variety of community resources	Y	Y	Y	Y	Y
Consumer rights	Y	Y	Y	Y	Y
Confidentiality	Y	Y	Y	Y	Y
Cultural awareness	Y	Y	Y	Y	Y
Stigma	Y	Y	Y	Y	Y
Role of Peer Support Specialist	Y	Y	Y	Y	Y
Safety (Personal and Practices)	Y	N	Y	Y	Y
Person Centered Philosophy	Y	N	Y	Y	Y
Skills:					

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Communication: ability to listen and to communicate clearly to others verbally and in writing	Y	Y	Y	Y	Y	Y
Ability to assess strengths and needs	Y	Y	Y	Y	Y	Y
Ability to ask questions to get to know the person	Y	Y	Y	Y	Y	Y
Skills: (continued from previous page)	CAP	DBSA	NAPS	RI		
Ability to find resources	Y	Y	Y	Y	Y	Y
Ability to identify people in crisis and make referrals	Y	Y	Y	Y	Y	Y
Ability to find information about mental illness, treatment, meds, etc.	Y	Y	Y	Y	Y	Y
Ability to use own history in useful way	Y	Y	Y	Y	Y	Y
Ability to get to really know the other person and engage them in their recovery	Y	Y	Y	Y	Y	Y
Ability to interact with people in a way that is trauma free	Y	N	Y	Y	Y	Y
Ability to recognize limitations and boundaries and ask for help/make referrals	Y	Y	Y	Y	Y	Y
Ability to function as an employee (e.g. attendance, punctuality, use of supervision, appropriate dress, appearance, etc.)	Y	N	Y	Y	Y	Y
Ability to advocate for others	Y	Y	Y	Y	Y	Y
Advanced Competencies:						
Knowledge:						
Mental health and substance abuse system in WI and other systems such as law enforcement and the courts	Y	N	US: Y WI: N	N	Y	N
Domestic violence and sexual assault, power and control issues	N	N	Y	N	Y	Y
Natural supports	Y	Y	Y	Y	Y	Y
How to find out about entitlements and basic information about	Y	Y	Y	Y	Y	Y

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entitlements (e.g. SSL, MA, Social Security, "financial assistance" etc.)						
Grief and loss	N	Y	Y	Y	Y	Y
Conflict resolution	Y	Y	Y	Y	Y	Y
Age appropriate services and supports	N	N	N	Y	N	N
Unique needs of families	Y	Y	Y	Y	Y	N
Advanced Competencies: (continued from previous page)	CAP	DBSA	NAPS	RI		
Skills:						
Ability to navigate and advocate through various systems	Y	Y	Y	Y	Y	Y
Ability to work with people in crisis	Y	Y	Y	Y	Y	Y
Ability to observe and report behavioral changes	Y	N	Y	Y	Y	Y
Ability to facilitate natural supports	Y	Y	Y	Y	Y	Y
Ability to teach/train about recovery information and tools	Y	Y	Y	Y	Y	Y

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