



# Certified Peer Specialist Training

**Dec 4-15, 2017 – Philhaven CPS Training**

**Facilitated by RI Consulting  
(formerly Recovery Opportunity Center)**

**Date & Time:** Training is Dec 4-15, 2017 and runs approximately 8:30am-5:00pm each day with a one hour lunch. You will be on your own for lunch. Please clear your calendar to be with us the entire 10 days.

**Location:** Philhaven at Mt. Gretna (*halfway between Lancaster & Harrisburg-right off PA turnpike*)  
**283 S. Butler Road, Lebanon, PA 17064.**

**Registration/Tuition:** Tuition is **\$1295.00** per participant. Fee covers 10 days of training and all class materials.  
Send payment to: **ROC, 2701 N 16<sup>th</sup> Street, Suite 316, Phoenix, AZ 85006.**

**Reading:** Prior to the class we will email more information including pre-reading to you. Please feel free to contact us with any questions. See contact info at bottom.

Name of Attendee: \_\_\_\_\_

## PAYMENT INFORMATION

**Method of Payment:** check one  Check  Invoice Agency  Visa/MC#  OVR

Name of paying agency/person: \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Payment contact: Name, Phone & Email \_\_\_\_\_

\_\_\_\_\_

If Paying by Visa/MC# \_\_\_\_\_ exp: \_\_\_\_\_ 3digit \_\_\_\_\_

Name & Billing address for card: \_\_\_\_\_

\_\_\_\_\_

To register, please complete this payment form and the attached training application. If you are a peer specialist already working at an agency you may not need to fill out the essay portion of the application; please check with us if your employer is sponsoring your tuition. **Send your completed form to:**

**PJ Simonson: [PJ.Simonson@riinternational.com](mailto:PJ.Simonson@riinternational.com)**

**FAX# 602- 636- 5228**



**Application for  
Certified Peer Specialist Training**



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security (last 4 ok): \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell/Message Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

Referred by/Sponsoring Agency: \_\_\_\_\_

Have you served or are you currently serving in the United States Armed Forces? \_\_\_\_\_

Are you a family member of someone who has served or is currently serving in the United States Armed Forces? \_\_\_\_\_

Are you receiving SSI/SSDI? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have a Ticket to Work Yes \_\_\_\_\_ No \_\_\_\_\_

**By signing below, I am...**

- Stating that I have read the “Certified Peer Specialist Training Pre-Requisites” (CPS) and “Program Completion Requirements” for CPS.
- Making a commitment to meet all of these CPS Pre-Requisites and Program Completion Requirements to the best of my ability.
- Stating that I understand that successful completion of the training program requires excellent attendance and that, in order to earn a certificate of completion, I need to have *no more than 8 hours of absence during the classroom training portion of the program.*
- Stating that I understand that I **cannot miss Day One, Personal Stories or Ethics Training** days of Peer Employment Training and successfully complete the course or meet attendance requirements.

**Also by signing below, I authorize the staff of RI Consulting (formerly Recovery Opportunity Center) to communicate with PA OMHSAS and other entities as necessary regarding my acceptance and completion of this training.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Under the Americans with Disabilities Act, RII must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. RII will make any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know your needs in advance if at all possible.



## **Certified Peer Specialist Training Program Completion Requirements**

### **1) Completing all “CPS Training Pre-Requisites”**

### **2) Completing the 76-hour Classroom Training portion of the Program**

- Earning a final grade of 80% or higher based on test scores, participation grade, and attendance.
- Achieving consistent attendance -- missing no more than 8 scheduled class hours.
- Completion of all assignments, including an Ethics Training

## **PET Pre-Requisites**

- 1) Being dedicated to promoting recovery opportunities in the lives of Peers.
- 2) Being able to utilize his or her own lived experience of recovery (as defined by that person) to inspire recovery in the lives of Peers.
- 3) Having a goal of going to work (paid employment) as a Peer Support Specialist or related position.
- 4) Having a GED or High School Diploma.
- 5) The completion of at least 12 months of paid work or volunteer activity/ies within the past three (3) years.
- 6) Having the reading and writing skills needed to complete the academic work in training or the ability to utilize reasonable accommodations to do the same.
- 7) Being committed to actively participating in training and meeting all attendance and course requirements.

**EMPLOYMENT HISTORY:**

Present Or Last Position:

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION:**

High School Diploma  YES  NO \_\_\_\_\_ GED:  YES  NO \_\_\_\_\_  
DATE DATE

Additional Education: \_\_\_\_\_

Special Requirements or additional information you would like to share with the trainer \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Certified Peer Specialist Training Application Part 2: *Short Essays*

Thank you for enrolling in the **Certified Peer Specialist (CPS)/Peer Employment Training (PET)** course. This is an important step that will add meaning and purpose to your life and will dramatically change the way you see yourself and others. We want you to think about your strengths and what you bring to this important role. We also want you to give us an idea of what your challenges may be so we can help you complete the class successfully. So please answer the questions below in a way that tells us about your unique gifts and challenges. We look forward to seeing you in class.

**1: Certified Peer Specialists** have **lived experience** of recovery from their own mental health challenges or co-occurring challenges (mental health and substance use) in one's own life. **Please briefly describe** how your lived experience can be an asset in supporting recovery in the lives of others. (About 50 words, please. Feel free to use additional paper)

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**2: As Certified Peer Specialists**, we must be dedicated to promoting recovery opportunities in the lives of our peers. We'd like to know a little bit about why you are interested in promoting recovery opportunities in the lives of Peers. (About 50 words, please. Feel free to use additional paper)

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**3: Short Essay:** As **Certified Peer Specialists**, we share parts of our personal recovery story with the people we support. As **Certified Peer Specialists**, it is up to us to decide how much of our story to share.

**a)** If you obtain employment as a **Certified Peer Support Specialist**, what are your thoughts about sharing parts of your personal recovery story with the people you support? Please describe your comfort level. (About 50 words, please. Feel free to use additional paper)

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b) When a **Certified Peer Specialist** shares parts of their recovery story with a person receiving services, what are some positive things that can come out of this for the person being served as well as the **Certified Peer Specialist**?

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**CPS/PET Training Application Part 3: *Peer Support Career Interest***

1) Do you have a goal of obtaining paid employment or actively volunteering after completing Peer Employment Training?

- a) Yes                      b) No

2) After you graduate from CPS or PET training, will you be looking for a part-time or a full-time job?

\_\_\_\_ Part-Time

\_\_\_\_ Full-Time

\_\_\_\_ I would consider Part-Time or Full-Time (open to either)

\_\_\_\_ I would like to start out Part-Time and consider increasing my hours to Full-Time in the future.

\_\_\_\_ I am looking for opportunities to become a Volunteer

\_\_\_\_ Other (please explain)

3) Please describe any research or reading you have completed around peer support positions as well as the population you would most like to support. If you know the job title, program, name of the company, please feel free to list that too.

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## **CPS/PET Training Application Part 4: *Strengths***

- 1) **Please describe the strengths you have that will help you be a great Certified Peer Specialist:**

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- 2) **Please describe the strengths you have in terms of academic work (studying, taking tests, completing assignments, etc.):**

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- 3) **Please describe the strengths you have that will help you succeed in getting a job:**

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- 4) **Please describe the strengths you have that will help you succeed in job retention (long-term employment):**

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## **CPS/PET Training Application Part 5: *Reasonable Accommodations, Needs and Supports***

- 1) **Please describe the supports you currently have in your life that will help you succeed in training.** (Feel free to list individual support people as well as supportive people from community agencies.)

**Primary Support and how they will support me:** \_\_\_\_\_

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**Secondary Support and how they will support me:** \_\_\_\_\_

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**Additional Supports and how they will support me:** \_\_\_\_\_  
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**2) Please describe any other additional supports you may need to succeed in training.** (For example: additional support from family/friends, other service providers, or Dept. of Vocational Rehabilitation.)

Additional Support Needed	Your Ideas

**3) Are there any “reasonable accommodations” (as pertaining to coursework and classroom) or “practical” things you may need to help you succeed in Peer Employment Training?** (For example: eye glasses or other items necessary to do your best with coursework, etc.) **Please list the need and your ideas on how to fill that need.**

Practical Need	Your Ideas

**CPS/PET Training Application Part 6:  
*Creating the Best Path for a Successful Training.***

**As human beings, most of us experience challenges of one sort or another.**

Many of us in recovery have great **self-awareness** and an **attitude of resilience**. These things help us keep moving forward even when something seems to be “getting in our way.”

Many of us learn to recognize when something “could get in our way.” We learn how to **be prepared** in case those things show up. We learn that we can **take action** to prevent a “challenge” from becoming a “roadblock” that prevents us from reaching our goals.





The questions below are about **Potential Challenges** and things you can do to continue moving forward even if challenges arise.

**Please know that identifying a challenge will not keep you from the training. It will give you and your identified support (including our training staff), the opportunity to find support for that challenge so you can complete the training. Please be thoughtful and thorough with your responses.**

**Attendance is very important! No more than 8 hours of absence are allowed. What, if anything, could get in your way of meeting the attendance requirements for training?**

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**What advanced steps can you take so that it is less likely this potential challenge will “get in your way”?**

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**What other actions could you take if you start to see you are having challenges with attendance?**

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**There is interesting schoolwork in our training!** (Daily reading of 20 pages and more, daily homework, and daily tests). **What potential challenges related to completing the “schoolwork” required for class might you experience?**

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**If you think you may experience challenges with schoolwork, what might help you address these challenges?** (Feel free to describe learning strategies that help you. Also feel free to describe supports you can put in place to help you.)

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**If you think you may experience challenges with schoolwork, what can your instructor do to support your learning process? What can other people do to support your learning process?**

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**A primary goal of the training is to prepare students for employment  
in the field of Peer Support.**

What potential challenges, if any, do you see that could get in your way of getting a job after you graduate?

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Considering these possible challenges, what can you do to prepare for these possible challenges? (Feel free to describe things you can do to prepare for the job search process.)

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If you think you may have challenges with getting a job, what can others do support you in this process? (Feel free to describe what family, friends, the Voc Rehab Case Management site, or other support people can do to assist).

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Is there anything else you would like to share with us?

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**CPS/PET Training Application Part 7: Two More Action Plans!**

We encourage prospective students to be thinking about ways to “clear the path” for excellent attendance at training. While most of the time, students have great attendance, life can happen and things can get in the way of getting to class on time.

One thing that helps is to have a **Back-Up Plan for Transportation**. And if you have child care needs, having a Back-Up Plan for child care is great too!

**Please complete your Plan A and Plan B below.**

**Plan A – My Primary plan for transportation to training is:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plan B – My Secondary Plan should Plan A not work out is:** \_\_\_\_\_

Another challenge to great attendance can be child care. Please complete your **Child Care Plan** (if applicable) below.

**Plan A – My Primary plan for child care is:** \_\_\_\_\_

\_\_\_\_\_

**Plan B – My Secondary Plan should Plan A not work out is:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Peer Employment Training Application**

### ***Part 8: Reading Introduction***

## **An Introduction to the kind of reading material we use in Peer Employment Training.**

As an applicant to Peer Employment Training, we want to make sure you will have what you need to succeed in class. Part of this involves making sure our reading materials will work for you.

The article on the following pages comes from the Workbook we use in class. Please read it and answer the “Content Questions” that follow. When you finish the “Content Questions,” please answer the “Survey Questions.”

#### **Please Note:**

- You can take as much time as you need with your reading and with the questions.
- We ask that you do this reading and the questions that follow ***without assistance from another person.*** That way, if you do need additional assistance with the reading material in class, we can have a way of knowing that in advance.

**Please note** that the purpose of this activity is to help you and your supporters determine...

- If our learning materials suit your individual learning needs.
- If you might benefit from educational accommodations should you enroll in our training program.

In this particular reading passage, we hear from a person who received peer support services. After reading what Nathan has said about his experience, please answer the question that follows as you comprehend from the reading.

*Approximately one year ago I was diagnosed with a serious mental illness. I was depressed and suicidal. I was put in the hospital. RI International had Peer Support Specialists working there and I met a couple of them. I remember these people being able to bring the first messages of hope to me. It was like being stranded out on the ocean, not knowing how much space, how much time I had left, just drowning in a sea of desperation. The Peer Specialists were like the first friendly vessels that sailed out to me and engaged me. I was able to get something from them because they came from the heart. They had walked the walk. I got this message that there was something else left in life. Through this contact with them that I was able to gather up enough strength that once I got out of the hospital I was able to grasp the message of hope and eventually get into the program at RI International. I just don't have the words to describe the things that having a peer support specialist has done for my life; the opportunities, the rejuvenation, the sense of renewal of life. It's similar to breathing life that had been taken out of my body. It's almost like a new breath was brought in. I realized that there is something wonderful left out there.*

For Nathan, connecting with peer support had a deep impact. Take a moment to write down what you learned from Nathan about what peer support meant for him.

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Together with your peer support class, you will generate some specific ideas about your strengths that will help you make your best contribution in the field of peer support. You will be the one who comes up with these answers.

Look at the list below and write some of your ideas about why the qualities in the first column are important for Peer Support Specialists to cultivate within themselves. Feel free to add other qualities to the first column.

<b>Peer Support Specialists Need to Be</b>	<i>Why?</i>
Open-minded. Accepting of myself and all others.	
Respectful	
Patient	
Flexible, adaptable	

Peer Support Specialists Need to Be	<i>Why?</i>
Resourceful	
Responsible	
Honest	
Good at seeing strengths in others	
Mutual	
Hopeful	

### Survey about Your Reading Process:

1) Which statement best describes your process of reading this article?  
(Please circle one)

- a) Reading the material felt manageable and I could answer questions with no difficulty.
- b) Reading the material was OK overall. I did have some difficulty in spots.
- c) Reading the material was difficult.
- d) Reading was fine; I had difficulty answering the questions.
- e) Other: Please describe:

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2) If you had any challenges with reading the article, what kind of challenges did you have? (Circle all that apply. Please leave blank if you did not experience challenges with the reading.)

- a) Challenges with vision (not having the glasses that I need, etc.)
- b) Challenges with concentration
- c) Challenges with understanding some of the words
- d) Challenges with understanding what was expected in the answer
- e) Other: Please describe:

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3) If you had any challenges with the reading, what would help you address those challenges so that you can have the best learning experience possible?

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