



CHECKLIST: How to Apply for Peer Recovery Supporter (PRS) Certification in Ohio using the OhioMHAS 40-hour PRS Training

NOTE: This checklist is for individuals who complete the Ohio Department of Mental Health and Addiction Services (OhioMHAS) 40-hour Peer Recovery Supporter (PRS) Training.

- 1. Complete BOTH a BCI AND FBI Criminal Background Check. (SEE PAGE 3 FOR INSTRUCTIONS)** To avoid a delay in certification, we recommend completing your background checks as soon as you have registered for Peer Recovery Supporter (PRS) training. Background checks may take 30-45 days to arrive at OhioMHAS.

- 2. Apply for PRS Certification using the eLicense web portal:**
https://elicense.ohio.gov/OH_CommunitiesLogin

***** IMPORTANT: You must wait to apply for certification until you have completed all 11 eBased Academy courses (listed on page 2) and received your certificate of training completion for the 40-hour PRS Training. Applying without these items will delay your certification! *****

Upload the following documents into the [eLicense Portal](#):

- Certificate of Training Completion for the OhioMHAS 40-hour Peer Recovery Supporter (PRS) Training**
 - Certificates of completion for the 11 eBased Academy Courses. (SEE PAGE 2 FOR INSTRUCTIONS)**
- 3. Pass the online Peer Recovery Supporter (PRS) Certification Exam.** Once you have successfully applied for certification and your BCI & FBI background checks have been received by OhioMHAS, you will receive by e-mail a link to complete the online exam. After you have passed the PRS Certification Exam, within 14 business days, you will receive your Ohio Peer Recovery Supporter certification. Your certification will arrive by e-mail from eLicense.

Congratulations! You are now an Ohio certified Peer Recovery Supporter.

Ebased Academy Coursework

The below 11 eBased Academy courses, required for Peer Recovery Supporter certification, are available for free at www.ebasedacademy.org.

Prior to applying for certification in [elicense](#), download and save to your computer all 11 certificates of completion.

Either the current or previous title will be accepted for each course.

- 1. Introduction to Certified Peer Recovery Support for Certified Peer Recovery Supporters** (*previous title: Introduction to Peer Recovery Support*)
- 2. History of Substance Use, Mental Health, and Advocacy for Certified Peer Recovery Supporters** (*previous title: History of the CSX Movement for Peer Recovery Supporters*)
- 3. The Recovery Environment for Certified Peer Recovery Supporters** (*previous title: History of Addiction for Peer Recovery Supporters*)
- 4. Cultural Competency for Certified Peer Recovery Supporters** (*previous title: Cultural Competence in Mental Health and Addiction Recovery*)
- 5. Ethics and Boundaries for Certified Peer Recovery Supporters** (*previous title: Ethics and Boundaries for Peer Recovery Supporters*)
- 6. The Spirit of Motivational Interviewing for Certified Peer Recovery Supporters** (*previous title: Ohio S-BIRT 101: An Introduction to S-BIRT and Motivational Interviewing*)
- 7. Trauma Informed Care for Certified Peer Recovery Supporters** (*previous title: Trauma Informed Care in Peer Recovery Support*)
- 8. Understanding Human Trafficking for Certified Peer Recovery Supporters** (*previous title: Human Trafficking Training for Peer Recovery Supporters*)
- 9. Health and Wellness for Certified Peer Recovery Supporters** (*previous title: Health and Wellness in Peer Recovery Support*)
- 10. Supervision for Certified Peer Recovery Supporters** (*previous title: Supervision for Peer Recovery Supporters*)
- 11. Realities of Peer Recovery Support for Certified Peer Recovery Supporters** (*previous title: Helpful Tips for Peer Recovery Supporters Entering the Workforce*)

Criminal Background Checks for Peer Recovery Supporter (PRS) Certification

Bring this document (or a digital copy) when you go to the background check agency!

All individuals applying for PRS certification must obtain **BOTH a BCI AND FBI criminal background check.**

Complete Steps 1 & 2 Below:

- 1. Find a background check agency in your area ([CLICK HERE](#) to search for an agency near you.)**
- 2. Have your FBI and BCI background checks sent from the agency *directly* to OhioMHAS.** Please note, background checks will only be accepted if received directly from the background check agency. Background checks **will not** be accepted if submitted directly by the applicant or by another organization (including the applicant's employer).

Provide the below mailing address to the background check agency:

Ohio Department of Mental Health and Addiction Services

ATTN: Peer Services

30 East Broad Street, 36th Floor

Columbus, Ohio 43215

***** Please ensure your background check is sent to Peer Services' attention. Background checks without "Peer Services" included in the address will not arrive! *****

Background Check Codes:

- For BCI use: "Other: Ohio Certified Peer Recovery Supporter"
- For FBI use: "Volunteer Children's Act"

Questions: ohiopeercertification@mha.ohio.gov

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