Wisconsin Certified Peer Specialist Application Instruction Sheet

The application contains four 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 and 2 have information boxes that must be checked.

If you have successfully passed one of the four state-approved trainings, a copy of the document from the training organization stating that you successfully completed the training must be sent with the application.

**Page Two**

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

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 UW-MILWAUKEE or the Independent living centers. Correct contact information is below.

This exam is given online. You have three (3) hours to complete the exam.

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.

**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.

**Page Four** Select which Independent Living Center you would like to take the exam at.

Complete applications, required documentation and payment must be received by the deadlines that are listed on the websites: www.sce-peerspecialist.uwm.edu -or- www.wieps.org Do not FAX or email your application.

For questions or to request a reasonable accommodation for the exam contact:

Alice F. Pauser, CPS
Wisconsin Peer Specialist Program Coordinator
Phone: 1-800-362-9877 ext 224 or 608-242-8484
E-mail: alice@accessstoind.org

Retain a copy of your application for your records.

Thank you!
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.  

Please check your age range: □ 18-26 □ 27-36 □ 37-46 □ 47-56 □ 57 +

2. Training:

- The Peer Specialist applicant must have successfully completed a training program approved by the Wisconsin Peer Specialist Committee of the Recovery Implementation Task Force. Recovery Opportunity Center (ROC), formerly RI or META, Depression and Bipolar Support Alliance (DBSA) New Hope (NAMI Fox Valley) or National Association of Peer Specialists (NAPS)

- A copy of the certificate of successful completion of this training must be included with this application. Please indicate whether this was a (CAP), (DBSA), (NAPS), ROC (formerly RI or META) or New Hope Training:

Exam Process Information:

Three (3) hours is allowed for taking the exam.  

PLEASE NOTE: The 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 passing of the exam, a Certification document will be issued by the State of Wisconsin within thirty days of the exam date.
IMPORTANT INFORMATION ON THE RECERTIFICATION PROCESS

⇒ Wisconsin Peer Specialist certification is valid for two years. It is the sole responsibility of the Certified Peer Specialist to be aware of their recertification dates and complete this requirement. In this two year period, 20 total hours of Continuing Education (CEH) and/or Continuing Education Units (CEU) must be obtained to qualify for recertification. The required areas of education are:

- Cultural Competence
- Ethics and Boundaries
- Trauma Informed Care
- Peer Support Skill Development
- Substance Use Disorder

You must have a minimum of 1.5 hours in each of the above areas.

Certified Peer Specialists may choose any other continuing education courses they wish related to the Peer Specialist field, and must have a minimum of 20 hours total of continuing education based on the Wisconsin Peer Specialist Core Training Competencies. Certified Peer Specialists are responsible for maintaining their Continuing Education Hours (CEH) 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 recertification renewal fee is $50 every two years. Documents can be downloaded at www.wicps.org or www.sce-peerspecialist@uwm.edu

⇒ 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 Opportunity Center (ROC), formerly known as RI or META, Consumer as Provider (CAP) or National Association of Peer Specialists (NAPS) is eligible to take the Wisconsin certification exam.
Application for the WI Peer Specialist Certification Exam
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 Date

Mailing Address

County: ____________________________

Telephone with area code Email address (required)

** Check boxes below before submitting application.
☐ Enclosed is a Check for $50 made out to UW-Milwaukee School of Continuing Ed.
☐ Enclosed is a copy of the certificate of successfully completing required training.
☐ I have read and agree to the WI Peer Specialist Recertification requirements
☐ 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
☐ I have selected the WI Independent Living Center I wish to take the exam at and enclosed the form on page 4

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

UW- Milwaukee School of Continuing Education
Gloria T Lane
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: alice@accestoind.org

By passing this exam your email address will be added to an e-distribution list to receive updated information on The WI Peer Specialist Program (ATI) & the recertification contact list from the WI DHS.
Lists are not shared or sold.
Please Select Exam Location

☐ North Country Independent Living
   69 N 28th Suite 28
   Superior WI 54880

☐ Midstate Independent Living Center
   3262 Church St. Suite 1
   Stevens Point, WI 54481

☐ Options for Independent Living
   555 Country Club Road
   Green Bay, WI 54307

☐ Independence First
   540 South First Street
   Milwaukee, WI 53204

☐ Society’s Assets
   5200 Washington Ave. Suite 225
   Racine, WI 53406

☐ Access to Independence
   3810 Milwaukee St
   Madison, WI 53714

☐ Independent Living Resources
   4439 Mormon Coulee Rd
   La Crosse, WI 54601

☐ Center for Independent Living
   Western Wisconsin
   2920 Schneider Ave. E
   Menomonee, WI 54751

RETURN THIS FORM WITH YOUR APPLICATION.
THANK YOU.
### Wisconsin Peer Specialist Core Training Competencies

#### WISCONSIN CORE TRAINING COMPETENCIES

**Values:**

<table>
<thead>
<tr>
<th>Belief</th>
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<tbody>
<tr>
<td>Believe in the importance of self-directed services</td>
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<td>Have an outlook on life that inspires hope</td>
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<td>Believe that growth and change are possible</td>
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<td>Believe in the healing power of relationships</td>
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<td>Accept and embrace differences</td>
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<td>Believe in the importance of the persons choices</td>
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<td>Have respect for all cultures, sexual orientations, spiritual beliefs, and family cultures regardless of personal beliefs</td>
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<tr>
<td>Believe that recovery is possible for all</td>
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<td>Have respect for human rights</td>
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**Personal Attributes:**

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<tr>
<td>Is able to use own recovery experience and skillfully share to benefit others</td>
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<tr>
<td>Has self awareness and is able to use to inspire others</td>
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<tr>
<td>Is able model wellness</td>
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<tr>
<td>Possesses problem-solving skills to assist people in exploring life choices, and the outcomes of those choices</td>
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<td>The ability to embrace and support own recovery</td>
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<td>Explore, communicate and respect personal boundaries</td>
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<td>Balances personal recovery while supporting someone else’s</td>
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<tr>
<td>Is able to support people to empower themselves</td>
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<tr>
<td>Recognizes others strengths and challenges</td>
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<tr>
<td>Seeks lifelong learning and personal development</td>
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**Knowledge:**

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<tr>
<th>Knowledge</th>
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<tbody>
<tr>
<td>In-depth knowledge of recovery principles</td>
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<tr>
<td>Ethics, boundaries, and healthy relationships</td>
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<tr>
<td>Awareness that there is a range of views and beliefs regarding mental health and/or substance use and their treatment, services, supports and</td>
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<tr>
<td>Knowledge of the impact of trauma on recovery and resiliency</td>
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<tr>
<td>-----------------------------------------------------------</td>
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<tr>
<td>How to support a person to find information about a variety of community resources</td>
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<tr>
<td>General understanding of rights - as defined by a combination of patient rights, ADA standards and civil rights as afforded to all citizens</td>
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<tr>
<td>Cultural awareness - have a basic knowledge of diverse cultures (including age) and how they may impact individual values, choices and lifestyles.</td>
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<tr>
<td>Understands the impact of stigma, discrimination, marginalization and oppression that society places upon individuals labeled with mental illnesses and/or substance use disorders. Understand that self-stigma is the defining of oneself by diagnosis, limitations and/or illness based perceptions.</td>
</tr>
<tr>
<td>Role of a Certified Peer Specialist – as defined by the essential functions outlined in the General Wisconsin Certified Peer Specialist Job/Position Description</td>
</tr>
<tr>
<td>Safety (Personal and Practices) - knowledge of how to encourage safe environments, relationships and trauma-free interactions for the Peer Specialist and others involved</td>
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<tr>
<td>Person Centered Planning - knowledge of the Person Centered Planning principles and the central role of the service participant</td>
</tr>
</tbody>
</table>

**Skills:**

- Communication: ability to listen and to communicate clearly with others both verbal and written
- Ability to identify strengths and needs
- Ability to connect and engage with a person
- Ability to teach and support a person to find and utilize resources
- Ability to identify and support people in crisis and know when to facilitate a referral
- Ability to advocate with others
- Ability to find information about mental health and substance use support options and alternatives
- Ability to use own lived experience in useful way
- Ability to foster relationships and engage peers in their recovery
Ability to interact with people in a way that is trauma free
Ability to recognize limitations and boundaries and facilitate referrals
Ability to work collaboratively/participate on a team

This Core Competencies document was developed and written by the Peer Specialist Subcommittee of the Wisconsin Recovery Implementation Task Force in 2008 with funding from the Centers for Medicare and Medicaid, Medicaid Infrastructure Grant # 93.768, Department of Health Services/Pathways to Independence.

Updated by Peer Specialist Committee July 9, 2013.
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
General Wisconsin Adult Mental Health
Certified Peer Specialist Position Description

(This Position Description is a sample of the functions of a Certified Peer Specialist. Tailoring would be necessary to fit the unique mission.)

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

Job Summary: The Wisconsin Certified Peer Specialist (CPS) engages and encourages mental health peers in recovery, and the CPS provides peers with a sense of community and belonging, supportive relationships, and valued roles. The goal is to promote wellness, self direction, and recovery focus, enhancing the skill and ability of peers to meet their chosen goals. The CPS works with peers as equals. In some programs, the CPS must be supervised by a qualified mental health professional. Peer support must be the core of every task performed by the CPS.

ESSENTIAL FUNCTIONS:
Providing Support
The Certified Peer Specialist will:

1. Identify as a person in mental health recovery.
2. Be mindful of the ethics, boundaries, power and control issues unique to the CPS role.
3. Establish healing relationships with peers.
4. Assist peers to understand the purpose of peer support and recovery models.
5. Provide peers with the Substance Abuse and Mental Health Services Administration (SAMHSA’s) definitions of recovery and its components.
6. Intentionally share his or her own Recovery Story as appropriate to assist peers, providing hope and help in changing patterns and behaviors.
7. Create an environment of respect for peers which honors the persons for taking charge of their own lives.
8. Mutually establish acceptable boundaries with the peers. Revisit boundaries on an ongoing basis.
9. Be trauma informed and explore with peers their experiences and support these individuals in getting appropriate resources for help.
10. Have and use his or her own recovery/wellness plan which also includes a proactive crisis plan.
11. Encourage peers to construct their own recovery/wellness plans which also include proactive crisis plans.
12. Support peers in crisis to explore options that may be beneficial to returning to emotional wellness.
13. Provide culturally sensitive and age appropriate services specific to each peer.
14. Provide an environment of recovery, wellness, and hope.
15. Encourage peers to become self-directed, focus on their strengths, exercise use of natural supports, develop their own recovery goals and strengthen valued roles within their community
16. Use active listening skills.
17. Together research and locate resources that are beneficial to peers needs and desires.
18. Understand and be able to explain the rights of the peers.

Communicating with Supervisors and Interacting with Staff
Certified Peer Specialists will:
1. Understand and utilize the established supervisory hierarchy to communicate needs, ask questions (especially about ethics, boundaries, and confidentiality), mention concerns, etc.
2. Understand his or her role and fully participate as an integral part of the professional recovery team.
3. Provide education to staff that recovery is achievable, and that peer support is an Evidence Based Practice.
4. Accurately, respectfully, punctually complete all required documentation.
5. Work with peers and staff to develop healing and trauma free relationships.
6. Report all peers’ threats to harm self or others immediately to the appropriate person.

Demonstrating Confidentiality
Certified Peer Specialists will:
1. Be familiar with Wisconsin documents relating to confidentiality. Be very knowledgeable of all confidentiality directives from his or her own agency.
2. Maintain the utmost confidence concerning all verbal and written information whether obtained from peers or otherwise.
3. Be knowledgeable of information that is not to be kept in confidence: threats to harm self or others, and know how to handle these situations.

PREFERRED TRAINING/SKILLS/EXPERIENCE:
1. Computer skills (internet, email, Word)
2. Group facilitation or co-facilitation experience.
3. Knowledge of a variety of methods of creating wellness/recovery plans, and a variety of methods of teaching others to create their own plan.
4. Basic knowledge of how to assist peers with locating community resources (i.e. employment, housing, health, peers delivered services)
5. Work or volunteer experience providing peer support.