June 27, 2017

Dear PRSS Two-Year Certificate Holder:

Your Peer Recovery Support Specialist (PRSS) certificate expires [August 3, 2017]. Attached are the necessary re-certification documents for a two-year renewal period, until [August 3, 2019]:

1. Re-certification Requirements
2. Re-certification Application Form
3. Education Summary Form
4. Code of Ethics (Keep Code of Ethics pages for your files)

A generic IC&RC certificate is issued at no charge to you at the time of your renewal. You will now be able to reciprocity your credential to another state that IC&RC recognizes. Also, you have the option of ordering an official international certificate for a fee of $25.00 for each certificate requested (see attached form). This certificate will include your official certification number which is omitted from the generic certificate.

Read all attached documents thoroughly and carefully so you will know exactly what you need to do to re-certify.

Sincerely,

Ralph Melancon, Jr.
Ralph Melancon, Jr.
CEB Chairman

RM:dcs

Attachments:

Recertification Requirements (Page 2)
Application for Recertification (Page 3)
Summary of Continuing Education Hours (Page 4)
Code of Ethics (Page 5)
IC&RC Official Certificate Request Form (Page 9)
Recertification Requirements
PEER RECOVERY SUPPORT SPECIALIST (PRSS)
Two-Year Certification

PRSS: After the initial certification period, renewal of the PRSS is required every two years. During each two-year cycle, recertification will require 20 contact hours of LASACT/CEB approved education which needs to be in the following domains:

  Advocacy
  Mentoring/Education
  Recovery/Wellness Support
  Ethics (of the 20 hours needed for renewal, 6 hours must be in Ethics.)

In-service hours will not be allowed.

1. Hours may be accrued up to 90 days preceding the certification cycle, if not used for the previous certification. If you have all of the necessary continuing education hours but miss the deadline for submission of your application for recertification, you have a 90-day grace period within which you may submit your application with a $50 late fee.

2. If you do not have all of the necessary continuing education hours, your certification will lapse; however, the individual has up to one year after the expiration date to obtain a pro-rated number of hours and pay a late fee of $50 in addition to the $100 recertification fee. You may contact us at ceb@lasact.org for assistance in calculating your hours and additional fees. After renewing, your certification date goes back to the original expiration month/day.

3. After the recertification date expires, the individual will no longer hold a PRSS and no further use of the PRSS is permitted until the individual has recertified.

An Applicant for a two-year recertification should submit the following documents and fees.

1. Application Form that LASACT will provide and that will be posted on our web site at www.lasact.org/ under the Certification Tab.
3. Documentation of 20 contact hours of LASACT/CEB approved education in the different domains mentioned above which must include six hours in ethics for the two-year recertification cycle.
4. Appropriate Fee determined by the following Fee Schedule:

   PRSS Renewal:          Convenience Fees Apply only to Pay Pal and Credit Card Payments
   (Check applicable item) $10 fee for charges $200 and above...$5 fee for charges under $200

   __________$100 renewal fee if received by the expiration date.
   __________$50 late fee is required if application is sent after the expiration date.*
   __________$25 fee for each Official International Certificate ordered (OPTIONAL)

   *A separate payment must be made for the Late Fee if paid by Pay Pal or Credit Card.

All fees are non-refundable.

You have a 90-day grace period to get the required materials to us with the late fee; however, education hours may not be acquired during this period.

Certification Renewal Notices will also be sent out by e-mail. Please notify us of any changes to your e-mail address.
CERTIFICATION EXAMINING BOARD OF LASACT, INC.
P.O. Box 80235 8 Baton Rouge, LA 70898-0235
Phone: 225.766.2992  Fax: 225.766.8552  e-mail: ceb_lasact.org  www.lasact.org

APPLICATION FOR RECERTIFICATION 2-YEAR PERIOD
PEER RECOVERY SUPPORT SPECIALIST (PRSS)
August 3, 2017

PRSS Certificate Expiration Date

Name to appear on certificate(s) ___________________________________________________________

Address: ____________________________________________________________________________

Street/Apt. #/ P.O. Box

City ___________________________ State ____________ ZIP ____________

Phone: ____________________ H ____________ E-mail ____________________________

Place of Employment: _______________________________________________________________

Employers Address: __________________________________________________________________

City ___________________________ State ____________ ZIP ____________

Required Enclosures - check applicable statement:

Application for Recertification (Be sure to sign the Code of Ethics located at the bottom of the APPLICATION sheet.)

Education Summary Form including certificates verifying CEHs acquired within the PRSS renewal cycle.

Renewal Payment as per schedule listed below.

Convenience Fee Added only to Pay Pal and Credit Card Payments

Payment Options: $10 Fee added to charges $200 and above…. $5 Fee added to charges under $200

(Check applicable item)


Payment by Credit Card either mailed AND/OR faxed with the required forms

Check or Money Order for re-certification fee in the amount of $_______. Make check payable to LASACT/CEB. Mail payment and forms to P.O. Box 80235, Baton Rouge, LA 70898-0235.

PRSS 2-Year Recertification Period (Check Appropriate Item):

$100 Renewal fee for a two-year cycle if received by the expiration date.

$50 Late fee for certification renewal submitted after the expiration date. *see above

$25 Charge for each Official International Certificate(s) Ordered (Optional)

Signature below denotes that applicant:

is currently active in the field of alcohol and substance abuse; is free of any ethical or malpractice violation; ACCEPTS ALL
OF THE PRINCIPLES OF THE ATTACHED CODE OF ETHICS AND DISCIPLINARY PROCEDURE.

Print Name Here ___________________________ Signature ___________________________

Date ___________________________ Rev 2/2017

THIS FORM AND OTHER REQUIRED INFORMATION MUST BE POSTMARKED BY THE EXPIRATION DATE. REMINDER: IF ALL
CEHS ARE NOT OBTAINED BY THE EXPIRATION DATE, PRO-RATED HOURS MUST BE SUBMITTED WITH LATE FEE.
SUMMARY OF CONTINUING EDUCATION FOR PRSS RENEWAL 2-YEAR CERTIFICATION

Continuing Education Requirement: 20 hours of LASACT/CEB approved education in the different domains including six hours in ethics received within the two-year recertification cycle. Dates to be covered will be the two-year period of this certification.

<table>
<thead>
<tr>
<th>Date</th>
<th>Provider</th>
<th># Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours

Make extra copies as needed.

Instructions:

/ Enter only one educational event per row.

/ Provide the information requested in each column for each educational event.

/ Number of hours must total a minimum of 20 for the renewal period.

/ Attach a copy of a certificate for each educational event listed. Certificates must show the provider, date(s), title of event, speaker/presenter, number of contact hours completed, and your name. Certificates without this information will be rejected. Title of educational event must indicate clearly that it is related to integrated services and/or co-occurring disorders.

/ If college or university credit was given, hours are determined at the rate of 15 clock hours per semester credit hour. Hours received up to 90 days preceding this cycle can be used if they were not used in a previous renewal.

THIS FORM MUST BE COMPLETED. MAKE EXTRA COPIES IF NECESSARY. DO NOT WRITE ON THE BACK. ALSO, SIMPLY SAYING "CERTIFICATE ATTACHED" IS NOT ACCEPTABLE.
PRSS
CODE OF ETHICAL CONDUCT

KEEP THESE PAGES FOR YOUR FILES.

Signing the bottom of the Application (page 3) Signifies that you have read the Code of Ethics
CODE OF ETHICAL CONDUCT

UNLAWFUL CONDUCT

Rule 1.1 Once certified, a PRSS shall not be cited, arrested, or convicted for any summary offense, misdemeanor, or felony relating to the individual's ability to provide substance abuse and other behavioral health services or that reflects conduct unbecoming a PRSS as determined by LASACT/CEB.

Rule 1.2 A PRSS shall not be convicted of any crime that involves the use of any controlled or psychoactive substance.

SEXUAL MISCONDUCT

Rule 2.1 A PRSS shall, under no circumstances, engage in sexual activities or sexual contact with an active client, whether such contact is consensual or forced.

Rule 2.2 A PRSS shall not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation for potential harm to the client.

Rule 2.3 A PRSS shall not engage in sexual activities or sexual contact with former clients because of the potential harm to the client, within two years of being an active client. The burden of proof will always be on the PRSS to show there was no longer an imbalance of power.

Rule 2.4 A PRSS shall not provide services to individuals with whom they have had a prior sexual relationship.

FRAUD-RELATED CONDUCT

Rule 3.1 A PRSS shall not:

1. present or cause to be presented a false or fraudulent claim, or any proof in support of such claim, to be paid under any contract or certificate of insurance;
2. prepare, make, or subscribe to a false or fraudulent account, certificate, affidavit, proof of loss, or other document or writing, with knowledge that the same may be presented or used in support of a claim for payment under a policy of insurance; or
3. present or cause to be presented a false or fraudulent claim or benefit application, or any false or fraudulent
4. present proof in support of such a claim or benefit application, or false or fraudulent information, which would affect a future claim or benefit application, or be paid under any employee benefit program;
5. seek to have an employee commit fraud or assist in an act of commission or omission to aid fraud related behavior.

Rule 3.2 An individual shall not use misrepresentation in the procurement of certification or recertification, or assist another in the preparation or procurement of certification or recertification through misrepresentation. The term "misrepresentation" includes, but is not limited to, the misrepresentation of professional qualifications, education, certification, accreditation, affiliations, employment experience, the plagiarism of application and recertification materials, or the falsification of references.
Rule 3.3 An individual shall not use a title designation, credential or license, firm name, letterhead, publication, term, title, or document which states or implies an ability, relationship, or qualification that does not exist and to which they are not entitled.

Rule 3.4 A PRSS shall not provide service under a false name or a name other than the name under which his or her certification is held.

Rule 3.5 A PRSS shall not sign or issue, in their professional capacity, a document or a statement that the professional knows or should have known to contain a false or misleading statement.

Rule 3.6 A PRSS shall not produce, publish, create, or partake in the creation of any false, fraudulent, deceptive, or misleading advertisement.

Rule 3.7 A PRSS who participates in the writing, editing, or publication of professional papers, videos/films, pamphlets or books must act to preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e. co-authors, researchers, etc.) used in creating their opinions/papers, books, etc. Additionally, any work that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the PRSS should seek permission from the author/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of the Code of Ethical Conduct.

EXPLOITATION OF CLIENTS

Rule 4.1 A PRSS shall not develop, implement, or maintain exploitative relationships with clients and/or family members of clients.

Rule 4.2 A PRSS shall not misappropriate property from clients and/or family members of clients.

Rule 4.3 A PRSS shall not enter into a relationship with a client which involves financial gain to the PRSS or a third party resulting from the promotion or the sale of services unrelated to the provision of services or of goods, property, or any psychoactive substance.

Rule 4.4 A PRSS shall not promote to a client for their personal gain any treatment, procedure, product, or service.

Rule 4.5 A PRSS shall not ask for nor accept gifts or favors from clients and/or family members of client.

Rule 4.6 A PRSS shall not offer, give, or receive commissions, rebates, or any other forms of remuneration for a client referral.

Rule 4.7 A PRSS shall not accept fees or gratuities for professional work from a person who is entitled to such services through an institution and/or agency by which the PRSS is employed.

PROFESSIONAL STANDARDS

Rule 5.1 A PRSS shall not in any way participate in discrimination on the basis of race, color, sex, sexual/gender orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, or physical disability.

Rule 5.2 A PRSS who fails to seek assistance under professional care for any psychoactive substance abuse or dependence, psychiatric or psychological impairment, emotional distress, or for any other type of physical or mental health related adversity that interferes with his/her professional functioning shall be in violation of this rule. Where any such conditions exist and impede his/her ability to function competently, a PRSS must request inactive status of their PRSS certificate for medical reasons for as long as necessary, not forsaking timely recertification. Such assistance for impairment may be obtained from
a variety of professional mechanisms to maintain wellness, including therapy, support systems/groups, psychiatric nurses, medication management, etc.

Rule 5.3 A PRSS shall meet and comply with all terms, conditions, or limitations of a certification or license.

Rule 5.4 A PRSS shall not engage in conduct that does not meet the generally accepted standards of practice.

Rule 5.5 A PRSS shall not perform services outside of his/her area of training, expertise, competence, or scope of practice.

Rule 5.6 A PRSS shall not reveal confidential information obtained as the result of a professional relationship, without the prior written consent from the recipient of services, except as authorized or required by law.

Rule 5.7 The PRSS shall not permit publication of photographs, disclosure of client names or records, or the nature of services being provided without securing all requisite releases from the client, or parents or legal guardians of the clients.

Rule 5.8 The PRSS shall not discontinue professional services to a client nor abandon the client without facilitating an appropriate closure of professional services for the client.

Rule 5.9 A PRSS shall not fail to obtain an appropriate consultation or make an appropriate referral when the client's problem is beyond his/her area of training, expertise, competence, or scope of service.

SAFETY & WELFARE

Rule 6.1 A PRSS shall not administer to himself or herself any psychoactive substance to the extent or in such manner as to be dangerous or injurious to a recipient of services, to any other person, or to the extent that such use of any psychoactive substance impairs the ability of the professional to safely and competently provide services.

Rule 6.2 All PRSS's are mandated child abuse reporters.

RECORD KEEPING

Rule 7.1 A PRSS shall not falsify, amend, or knowingly make incorrect entries or fail to make timely essential entries into the client record.

ASSISTING UNQUALIFIED/UNLICENSED PRACTICE

Rule 8.1 A PRSS shall not refer a client to a person that he/she knows or should have known is not qualified by training, experience, certification, or license to perform the delegated professional responsibility.

DISCIPLINE IN OTHER JURISDICTIONS

Rule 9.1 A PRSS holding a certification, license, or other authorization to practice issued by any certification authority or any state, province, territory, tribe, or federal government whose certification or license has been suspended, revoked, placed on probation, or other restriction or discipline shall promptly alert the LSACT/CEB of such disciplinary action.

COOPERATION WITH THE BOARD

Rule 10.1 A PRSS shall cooperate in any investigation conducted pursuant to this Code of Ethical Conduct and shall not interfere with an investigation or a disciplinary proceeding or attempt to prevent a disciplinary
proceeding or other legal action from being filed, prosecuted, or completed. Interference attempts may include, but are not limited to:

1. the willful misrepresentation of facts before the disciplining authority or its authorized representative;
2. the use of threats or harassment against, or an inducement to, any client or witness in an effort to prevent them from providing evidence in a disciplinary proceeding or any other legal action;
3. the use of threats or harassment against, or an inducement to, any person in an effort to prevent or attempt to prevent a disciplinary proceeding or other legal action from being filed, prosecuted or completed;
4. the refusal to accept and/or respond to a letter of complaint, allowing a certificate to lapse while an ethics complaint is pending, or attempting to resign a certification while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the certified PRSS's certification until the ethical complaint is resolved.

Rule 10.2 A PRSS shall:

1. not make a false statement to the LASACT/CEB or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleagues could take corrective action;
3. report violations of professional conduct of other PRSS's to the appropriate licensing/disciplinary authority when he/she knows or should have known that another PRSS has violated ethical standards and has failed to take corrective action after informal intervention.

Rule 10.3 A PRSS shall report any uncorrected violation of the Code of Ethical Conduct within 90 days of alleged violation. Failure to report a violation may be grounds for discipline.

Rule 10.4 A PRSS with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the LASACT/CEB investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the LASACT/CEB investigation or disciplinary proceeding shall be grounds for disciplinary action.

Rule 10.5 A PRSS shall not file a complaint or provide information to the LASACT/CEB, which he/she knows or should have known, is false or misleading.

Rule 10.6 In submitting information to LASACT/CEB, a PRSS shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.
SUBMIT THIS FORM ONLY IF YOU WANT AN OFFICIAL CERTIFICATE
(Cost is $25 per Certificate)

Date of Request: ________________

PRSS......IPR

OFFICIAL CERTIFICATE

Please Print Clearly

NAME TO APPEAR ON IC&RC ________________________________ State/Zip ________________________________

ADDRESS: __________________________________________________________________________________________

Phone Number: ____________________________

Payment Methods
(All convenience Fees are Waived for Credit Card and Pay Pal Payments)

Amount of Payment Submitted $____________ ($25 per certificate ordered)

Method of Payment

Check _____ Money Order_____ Pay Pal_____ Credit Card___ Other_____

If Paid by Credit Card:

Card Number _____________________________ Expire Date_______ Security Code_____

Name on Card if Different From Above: _____________________________________________

Billing Zip Code __________________________

LASACT, P.O. Box 80235 * Baton Rouge, LA 70898-0235
Fax 225-766-8552 * e-mail: ceb@lasact.org * Phone: 225-766-2992

For Office Use: LASACT member N/A Contacted IC&RC for #______________

# for Certificate ____________________________ Credential Issue Date _______________
Database/Spreadsheets Updated ____________ Credential Expire Date _______________
Date Certificate Mailed ______ Date IC&RC to be Notified ________________