



# Applicant Manual

for

Registered Peer Recovery Coach  
and  
Certified Peer Recovery Coach

Maine Recovery Coach Certification Board  
c/o Portland Recovery Community Center  
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Portland, Maine 04103  
(207) 389-5105  
[www.peerrecoverycoachme.org](http://www.peerrecoverycoachme.org)

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## Overview

The Maine Recovery Coach Certification Board standardizes and promotes best practice qualifications of those working as Peer Recovery Coaches in Maine by defining and maintaining the highest standards of professional practice and ethics whether in a volunteer or employed capacity.

## Purpose

- To protect the public through the assurance of competency in Peer Recovery Coach services.
- To promote the delivery of competent, professional Peer Recovery Coaches.
- To establish a recognized credential of professional competency, which allows for national reciprocity.
- To promote the credibility and continued professional development of Peer Recovery Coach professionals.

## General Information

### 1. FEES

See attached Fee Schedule (in appendix)

### 2. DEFINITIONS

Peer Recovery Coaches are individuals or affected others in recovery from addiction who:

- draw on personal experience with the recovery process to support others through their recovery journey.
- transform the knowledge gained from lived experience to build bonds of trust and foster the empowerment of others in recovery.
- provide a range of person-centered and strength-based supports that connect individuals with community resources.

Maine has a two-tiered certification:

**Registered Peer Recovery Coach (RPRC):** For those who have completed the Recovery Coach Academy, Ethical Considerations for Recovery Coaches and are receiving supervision while coaching in a volunteer or paid capacity. A Peer Recovery Coach is eligible for this credential while working toward full certification.

**Certified Peer Recovery Coach (CPRC):** For those who have completed the Recovery Coach Academy, Ethical Considerations for Recovery Coaches, are receiving supervision while coaching in a volunteer or paid capacity and have documented 500 hours of coaching experience with 25 hours of documented supervision, may then apply to become certified.

### 3. OVERVIEW OF THE CREDENTIALING PROCESS

This manual describes the requirements and procedures for becoming a Registered Peer Recovery Coach and Certified Peer Recovery Coach. Application materials are available for download on the MRCCB website: [www.peerrecoverycoachme.org](http://www.peerrecoverycoachme.org)

## Requirements for Peer Recovery Coaches

Maine has a two-tiered process for the registration and certification of recovery coaches. While actively working to meet the requirements necessary to become a Certified Peer Recovery Coach, individuals may apply to obtain the initial qualification of Registered Peer Recovery Coach. The following requirements for each tier are as follows:

### Requirements for Registered Peer Recovery Coach (RPRC)

- Provide proof of completion for the CCAR Recovery Coach Academy and CCAR Ethical Considerations for Recovery Coaches or equivalent curricula .
- Education: High school diploma or jurisdictionally certified high school equivalency.
- Supervision: Applicants must sign agreement to participate in approved supervision when working as a paid or volunteer coach.
- Code of Ethics: The applicant must sign a Maine Peer Recovery Coach Code of Ethics affirmation statement.
- Continuing Education: Must provide documentation of 16 hours of continuing education every two years in one or more of the following domains: Advocacy, Mentoring/Education, Recovery/Wellness Support and/or Ethical Responsibility.

### Requirements for Certified Peer Recovery Coach (CPRC)

- Provide proof of completion for the CCAR Recovery Coach Academy and CCAR Ethical Considerations for Recovery Coaches or equivalent curricula (46 hours specific to the domains, with 10 hours each in the three domains of Advocacy, Mentoring/Education, and Recovery/Wellness Support, and 16 hours in the domain of Ethical Responsibility).
- Experience: 500 hours of volunteer or paid work experience specific to the domains (see below for the list of the four domains). \*
- Education: High school diploma or jurisdictionally certified high school equivalency and
- Supervision: 25 hours of supervision specific to the domains. Supervision must be provided by an individual that meets the requirements set forth by the MRCCB.\*\*
- Code of Ethics: The applicant must sign a Maine Peer Recovery Coach Code of Ethics affirmation statement.
- Recertification: 20 hours of continuing education earned every two years, including six hours in ethics.

\*A recovery coaching session is defined as any interaction, typically 30min or greater, between a coach and recoveree that includes the role, responsibilities, and functions of a recovery coach as defined by CCAR (pg. 32).

\*\*An individual who has completed the CCAR Recovery Coach Academy *and* Coachervision is defined as an eligible Coachervisor (person who supervises recovery coaches) by the MRCCB.

## **International Certification & Reciprocity Consortium (IC&RC) Peer Recovery Domains**

There are certain knowledge areas and skills that are required of Candidates to provide effective Peer Recovery Support Services to individuals living with behavioral health disorders. Peer Recovery Coaches must demonstrate the ability to provide effective services within a given organization or setting in relation to the knowledge skills and abilities in Advocacy, Mentoring/Education, Recovery/Wellness, and the Ethical Responsibility Domains. In addition, Peer Recovery Coaches must provide services with which they have experiential expertise and be knowledgeable of the integrated services provided by the behavioral health systems.

### **THE KNOWLEDGE, SKILLS & ABILITY OF THE FOUR DOMAINS**

#### **1. Advocacy:**

*Job Tasks that should be performed by the Peer Recovery Coach in the Advocacy domain are:*

1. Relate to the individual as an advocate.
2. Advocate within systems to promote person-centered recovery/wellness support services.
3. Describe the individual's rights and responsibilities.
4. Apply the principles of individual choice and self-determination.
5. Explain the importance of self-advocacy as a component of recovery/wellness.
6. Recognize and use person-centered language.
7. Practice effective communication skills.
8. Differentiate between the types and levels of advocacy.
9. Collaborate with the individual to identify, link, and coordinate choices with resources.
10. Advocate for multiple pathways to recovery/wellness.
11. Recognize the importance of a holistic (e.g., mind, body, spirit, environment) approach to recovery/wellness.

#### **2. Ethical Responsibility:**

*Job Tasks that should be performed by the Peer Recovery Coach in the Ethical Responsibility domain are:*

1. Recognize risk indicators that may affect the individual's welfare and safety.
2. Respond to personal risk indicators to assure welfare and safety.
3. Communicate to support network personal issues that impact ability to perform job duties.
4. Report suspicions of abuse or neglect to appropriate authority.
5. Evaluate the individual's satisfaction with their progress toward recovery/wellness goals.
6. Maintain documentation and collect data as required.
7. Adhere to responsibilities and limits of the role.
8. Apply fundamentals of cultural competency.
9. Recognize and adhere to the rules of confidentiality.
10. Recognize and maintain professional and personal boundaries.
11. Recognize and address personal and institutional biases and behaviors.
12. Maintain current, accurate knowledge of trends and issues related to wellness and recovery.
13. Recognize various crisis and emergency situations.

14. Use organizational/departmental chain of command to address or resolve issues.
15. Practice non-judgmental behavior.

### **3. Mentoring/Education:**

*Job Tasks that should be performed by the Peer Recovery Coach in the Mentoring/Education domain are:*

1. Serve as a role model for an individual.
2. Recognize the importance of self-care.
3. Establish and maintain a peer relationship rather than a hierarchical relationship.
4. Educate through shared experiences.
5. Support the development of healthy behavior that is based on choice.
6. Describe the skills needed to self-advocate.
7. Assist the individual in identifying and establishing positive relationships.
8. Establish a respectful, trusting relationship with the individual.
9. Demonstrate consistency by supporting Candidates during ordinary and extraordinary times.
10. Support the development of effective communication skills.
11. Support the development of conflict resolution skills.
12. Support the development of problem-solving skills.
13. Apply principles of empowerment.
14. Provide resource linkage to community supports and professional services.

### **4. Recovery/Wellness Support:**

*Job Tasks that should be performed by the Peer Recovery Coach in the Recovery/Wellness Support domain are:*

1. Assist the individual with setting goals.
2. Recognize that there are multiple pathways to recovery/wellness.
3. Contribute to the individual's recovery/wellness team(s).
4. Assist the individual to identify and build on their strengths and resiliencies.
5. Apply effective coaching techniques such as Motivational Interviewing.
6. Recognize the stages of change.
7. Recognize the stages of recovery/wellness.
8. Recognize signs of distress.
9. Develop tools for effective outreach and continued support.
10. Assist the individual in identifying support systems.
11. Practice a strengths-based approach to recovery/wellness.
12. Assist the individual in identifying basic needs.
13. Apply basic supportive group facilitation techniques.
14. Recognize and understand the impact of trauma.

## Maine Peer Recovery Coach Code of Ethics

As a Peer Recovery Coach:

1. I treat others with dignity, kindness, and respect.
2. I respect self-determination and the right of others to make their own decisions and choices in relation to their lives.
3. I honor and respect multiple pathways of recovery.

My primary obligation and responsibility is my own recovery. For me this means:

4. I shall model wellness and recovery and develop a support team and resources to stay in recovery.
5. I shall practice self-care and seek support for any substance use disorder, psychiatric or psychological impairment, emotional distress, or for other physical health that interferes with my recovery and the ability to provide peer to peer support.
6. I shall refrain from misusing substances that impair performance and judgment in my everyday life and performing my peer support duties.
7. I shall not use any illicit substances or any prescribed psychoactive medications in a manner that is not its intended use to an extent that impairs my ability to safely and competently provide peer support services.
8. I shall take adequate steps to address any possible impairment to my physical, mental, or emotional health that may interfere with my performance as a Peer Recovery Coach through appropriate channels such as my employer, organization, regulatory bodies, Maine Peer Recovery Certification Board, and/or other professional associations.
9. I walk alongside others as an equal. In the interest of empowering individuals, I will not do for them what they are readily able to accomplish on their own.
10. I represent my role honestly and refer to other services and resources when encountering a need or situation outside my scope of role as a Peer Recovery Coach and skillset.
11. I strive to be aware of, appreciative, and sensitive to differences among people and cultural groups. I will not discriminate in respect to race, ethnicity, gender identity, age, national origin, sexual orientation, religion, marital status, political belief, language, socioeconomic status, genetic information, medical diagnosis, or disability.
12. I avoid conflicts of interest and report any real or potential conflict that may interfere with my ability to act in the best interest of those that I serve. I will remove myself from any real or perceived conflict of interest.
13. I do not accept gifts of significant value from people that I serve. Any gifts that I do accept will be reported to my supervisor. I do not lend to, or borrow from, those that I serve.
14. I avoid dual relationships when possible and maintain appropriate boundaries with recoverees. I do not engage in any personal, emotional, sexual, or financial relationships with those that I serve. I will wait at least a year after the peer-to-peer relationship is terminated before establishing a social relationship with a recoveree.
15. I do not harass others, which includes, but is not limited to, sexual advances, sexual solicitation, requests for sexual favors, and other verbal, written, electronic, or physical contact of a sexual or offensive nature. Harassment does not have to be of a sexual nature and it can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

16. I respect the privacy of those I serve and protect the confidentiality of information as required by the law.
17. I advocate to reduce stigma and promote recovery resources for individuals, the community and society.
18. I put a positive face and voice on recovery from alcohol, substances, and other addictions.
19. I improve my recovery service knowledge and skills through ongoing education, training, and supervision.
20. I seek supervisory guidance with problematic situations when they arise.
21. I refrain from coaching without supervision in affiliation with a recovery community organization, or recognized agency.
22. I keep my commitments to my recovery community, organization, or agency.
23. I shall not discontinue services to a recoveree nor shall I abandon a recoveree without facilitating an appropriate plan.
24. I work toward the maintenance and promotion of high standards of practice for Peer Recovery Coaches.
25. I support the Faces and Voices of [Recovery Bill of Rights](#) for each person that I serve.



## Time Period

MRCCB certification encompasses two calendar years commencing on the date of issuance of the credential. Two dates will appear on the certificate along with a certification number, the date of issue and a valid through date.

## Renewal Requirements

To maintain the high standards of these credentials (RPRC & CPRC) and to assure continuing awareness of new knowledge in the field, MRCCB requires renewal every two years.

To renew the credential as a Peer Recovery Coach, an individual must:

1. Hold a current and valid Peer Recovery Coach credential issued by MRCCB;
2. Acquire 20 hours (CPRC) or 16 hours (RPRC) of MRCCB approved peer recovery coach specific education. Renewal for the CPRC must include a minimum of 6-hours of Ethical Consideration courses within the two-year recertification cycle.
3. Verify that you have reviewed, read and will uphold by practice the MRCCB Code of Ethical Conduct;
4. Complete the renewal application and pay the associated fee.

## Appeal Process

The purpose of appeal is to determine if MRCCB accurately, adequately and fairly reviewed applicants' file. A letter requesting an appeal must be made to MRCCB in writing within 30 days of the notification of the board's action. A person shall be considered notified five days after the relevant date of mailing. The written appeal will be sent to the Executive Committee who in turn will thoroughly review the entire application and materials to determine whether or not the Applicant should have been denied approval. Applicant will be notified in writing as to the findings of the Executive Committee.

## Voluntary Inactive Status

**How to Qualify for Voluntary Inactive Status:** MRCCB will grant inactive status to a Registered or Certified Peer Recovery Coach under the following circumstances

- Relocation
- Behavioral Health or Medical reasons
- Family leave
- Education
- Military service
- Other extenuating circumstances reviewed on an individual basis

Inactive certification status is intended for the Certified Peer Recovery Coach who is currently not working or volunteering in a coaching role, yet plans to someday return to the field.

**Instruction:** Individuals desiring inactive registration or certification status shall send a letter of request to MRCCB with:

- Home address, email address telephone number
- Reason for request
- Date requested for inactive status
- Applicable fees

**Fees:** The following fees must be remitted in order to obtain inactive registration and certification status and reactivation of registration or certification

- An enrollment fee of \$20.00 (for the first year of inactive status)
- The fee for inactive certification status is \$20.00 annually

This fee shall be due annually on the inactive status expiration date.

**Rights, Limitations and Responsibilities:**

- While on inactive status, an individual shall continue to receive all bulletins, newsletters and other communications from the MRCCB
- Inactive individuals are expected to subscribe to any of the aspects of the Code of Ethics that are applicable during the period of inactive certification status
- The individual may not represent himself or herself as a Certified Peer Recovery Coach during the period of inactive status
- Individuals on inactive status are not eligible for reciprocity

The inactive individual must notify MRCCB immediately upon returning to work in the coaching field. Failure to notify the Board within thirty (30) days of returning to coaching activities will constitute a violation of the Code of Ethics and will result in referral to the Board's Ethics and Appeals Committee for investigation, in accordance with the procedures outlined in the Code of Ethical Conduct.

**Reactivation:** To restore to active certification, the application for renewal must be submitted with the applicable recertification fee.

The completed renewal application should be received at MRCCB prior to the expiration date. If the application is incomplete, the Applicant will be notified by phone or email depending on what has been indicated by the Applicant.

There is no grace period. If the renewal is not completed by the expiration date, the individual will no longer hold a MRCCB credential and no further use of the credential is permitted until the individual has completed the renewal process.

All Peer Recovery Coaches should review the renewal application well in advance of the expiration date. A \$15 per month reinstatement fee over and above the \$125 fee for renewal is due if the renewal is late between one day and 12 months. After 12 months, no renewal is possible and the applicant would have to reapply for the certification, meeting all current requirements.

# Revocation

## A. Violation of Board Provisions

1. The practice of fraud or deceit in procuring or attempting to obtain Peer Recovery Coach Certification under the Maine Recovery Coach Certification Board (MRCCB)
2. Violation of the Code of Ethical Conduct
3. Violating any provision of the MRCCB or any substantive rule adopted by this Board

## B. Revocation Hearing Procedure

1. Specific allegations are to be made in writing to the Chairperson of MRCCB, who will forward all information to the Board. The allegation received shall be recorded by the MRCCB and shall contain the following information:
  - a) Name of the Certified Peer Recovery Coach (CPRC) or Registered Peer Recovery Coach (RPRC)
  - b) Name of the complaining party
  - c) Date of complaint
  - d) Brief statement of complaint
2. The MRCCB will appoint a three-person Revocation Hearing Committee, consisting of certified recovery coaches. No member shall be appointed to the Revocation Hearing Committee who has a potential conflict of interest with either side. All potential conflicts of interest will be discussed prior to the appointment.
3. The CPRC or RPRC will be informed in writing of any MRCCB review and will be asked to provide documentation. This may include, but not be limited to:
  - a) Records pertaining to specific course offerings
  - b) Records of course offerings
  - c) Financial records pertaining to a specific course offering(s)
  - d) Documentation of faculty and their credentials
4. The CPRC or RPRC has thirty (30) days to forward all requested documentation to the MRCCB. A Revocation Hearing Committee meeting will be held within three (3) months. Failure to comply with said request will place the CPRC or RPRC on inactive status, and the MRCCB will not accept any training credits during this time.
5. The CPRC or RPRC can appeal the Revocation Hearing Committee decision, in writing, to the MRCCB. A final determination will be made at that time, and the CPRC or RPRC may be represented at the meeting. The MRCCB will hear the appeal within three (3) months of the appeal request.

## C. Applicant Appeals

1. When an applicant is denied certification, questions the results of the application review or is subject to an action by the MRCCB that they deem unjustified, the applicant has the right to an inquiry and appeal.
2. If an applicant deems that an action taken by the MRCCB is unjustified, they are entitled to a written summary from the MRCCB that explains the reasons for the action. All correspondence will be sent certified return receipt mail, with a postmark date being the date from which the thirty (30) days shall be counted. If the applicant does not agree with the MRCCB's decision, they may request an Appeals Hearing.

3. The applicant may appeal the decision to the MRCCB within thirty (30) days of receipt of the summary, notice of denial, or any other action deemed unjustified by sending a certified letter to the Chairperson of the MRCCB at the Board mailing address.

#### D. Appeals Hearing Procedure

1. If a request for an Appeals Hearing is submitted to the MRCCB within the specified timeframe, the MRCCB will appoint a three-person Appeals Hearing Committee, consisting of Certified Peer Recovery Coaches. No member shall be appointed to the Appeals Hearing Committee who has a potential conflict of interest with either side. All potential conflicts of interest will be discussed prior to the appointment.
2. Within twenty-one (21) days after the MRCCB receives a request for an appeal, an Appeals Hearing into the facts contained in the Board's decision shall be scheduled, and the Chairperson of the MRCCB shall send by certified mail a notice of the Appeals Hearing to the complainant. The Appeals Hearing shall be scheduled no less than twenty-one (21) days and no more than ninety (90) days from the date of the Appeals Hearing notice.
3. The notice of the Appeals Hearing shall advise the complainant of the following:
  - a) The date, time, and the location of the Appeals Hearing and the identity of the Appeals Hearing Committee members.
  - b) At the complainant's own expense, the complainant may be represented by Counsel at the Appeals Hearing.
  - c) The MRCCB's representatives shall present evidence in support of its recommendation at the Appeals Hearing. Such evidence shall be limited to the issues contained in the summary issued to the complainant prior to the appeals process.
  - d) The complainant may present and rebut evidence and present and cross-examine witnesses.
  - e) The Appeals Hearing Committee shall not be bound by common law or statutory rules of evidence, and the Appeals Hearing Committee may consider all evidence having reasonable probative value. The Appeals Hearing Committee will base its decision upon the evidence presented at the Hearing.
  - f) Any request by the complainant for postponement of the Appeals Hearing must be immediately served in writing to the Chairperson of the MRCCB. The decision to grant or deny such a request is discretionary with the MRCCB.
  - g) There shall be no contact prior to the Appeals Hearing between the complainant and any MRCCB members for the purpose of discussing in any way the Certification Board's decision, or the appeal.
  - h) The Appeals Hearing shall be closed to the public.
4. Failure of the complainant to attend the Appeals Hearing shall be deemed a waiver of the appeal. In such cases, the Appeals Hearing will be dismissed and the decision of the MRCCB shall take immediate effect. A one-time option to reschedule the Appeals Hearing is available to the complainant if unable to attend originally scheduled Appeals Hearing.
5. Within twenty-one (21) days after the completion of the Appeals Hearing, the Appeals Hearing Committee shall prepare a written decision containing Findings of Fact and a Conclusion. The Board of Directors shall mail a copy of the decision to the complainant by certified mail. The decision of the Appeals Hearing Committee shall be deemed that of the MRCCB, shall be effective upon issuance or at such date as the Appeals Hearing Committee shall specify, and shall be final, without further action by the MRCCB.
6. At any time prior to the issuance of the Appeals Hearing Committee's written decision, the complainant and the MRCCB, acting through its representative, may enter into a consent order. Such consent order

shall state the nature of the complaint and the details of the agreement and shall supersede any prior decision in the case.

## **CPRC Application Checklist**

- Application completed in its entirety
- \$125 Application Fee. Fees may be paid online at [peerrecoverycoachme.org](https://peerrecoverycoachme.org)
- Official transcript is required to be submitted online
- Copies of certificates/letters of attendance for trainings/in-services/on-line trainings taken that are pertinent to the four domains
- Education/Training form must be completed to accompany your proof of completion of the 500 hours of training and education
- All required documentation to support completion of 500 service hours [i.e. Verification of Training, Supervision and Experience form]
- Supervision form indicating the completion of 25 hours of supervision signed by supervisor
- Acknowledgment the applicant will adhere to the MRCCB Code of Ethical Conduct
- Peer Recovery Attestation Statement signed by the Applicant.
- When the application is approved, the applicant will be notified by email. The credential will be emailed within 30 days of approval. If there are any problems with the application, the applicant will be notified by email or phone.
- Submit your completed application, upload copies of certificates of attendance, attachments, and any applicable fees online at: <https://peerrecoverycoachme.org/cprc-application/>

# FORMS

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Registered Peer Recovery Coach Application may be found at:

<https://peerrecoverycoachme.org/coach-application/>

Certified Peer Recovery Coach Application may be found at:

<https://peerrecoverycoachme.org/cprc-application/>

Ethics Complaint Form may be found at:

<https://peerrecoverycoachme.org/ethics/ethics-complaint-form/>

## Verification of Training, Supervision and Experience (make copies as needed)

Training Title	Hours
<b>Advocacy – 10 hour minimum</b> (Recovery Coach Academy meets requirement)	
<b>Mentoring &amp; Education</b> <b>10 hour minimum</b> (Recovery Coach Academy meets requirement)	
<b>Recovery &amp; Wellness Support</b> <b>10 hour minimum</b> (Recovery Coach Academy meets requirement)	
<b>Ethical Responsibility – 16 hours</b> (Ethical Consideration for Recovery Coaches meets requirement)	

\*An experience hour is defined by the MRCCB as “any interaction, typically 30 minutes or greater, between a coach and recoveree that includes the role, responsibilities and functions of a recovery coach as defined by CCAR.”

\*\* An individual who has completed the CCAR Recovery Coach Academy *and* Coachervision is defined as an eligible Coachervisor by the MRCCB.

Supervisor’s Statement	
Dates of Employment/Internship/Volunteer Hours	
From:	Month / Year
To:	Month / Year
Agency/ Organization:	
<p>The aforementioned applicant has completed a minimum of 500 hours of supervised experience* in the IC&amp;RC Peer Recovery Domains AND a minimum of 25 hours of one-on-one or group supervision**. If those minimum numbers WERE NOT MET at your agency, please document the total number of hours HERE:</p>	
Total Work Experience Hours: _____	
Total Supervision Hours: _____	
Supervisor’s Name:	
Supervisor's email*:	
<small>*may be contacted in order to verify the individual meets the MRCCB requirements of a Coachervisor</small>	
Supervisor’s Signature:	
Date:	
<p>I certify that all information contained within this application packet is accurate and true according to the best of my knowledge.</p>	
Candidate’s Signature:	
Date:	

## ATTESTATION STATEMENT

Recovery is a process of change through which people improve their health and wellness, live self-directed lives, and strive to reach their full potential.

I attest that I am an individual or affected other in recovery (see page 3 of the MRCCB Applicant Manual) and work each day to support my life in recovery within the following four dimensions:

\_\_\_\_\_ Health—I practice a pathway of recovery for making informed, healthy choices that support my physical and emotional well-being. (For example, abstaining from addictive substances, relationships, or other addictive processes and/or behaviors.)

\_\_\_\_\_ Home—I have a stable and safe place to live.

\_\_\_\_\_ Purpose—I conduct meaningful daily activities and have the independence, income, and resources to participate in society.

\_\_\_\_\_ Community—I have relationships and social networks that provide support, friendship, love, and hope.

Signed \_\_\_\_\_

Date \_\_\_\_\_



# APPENDIX

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## FEE SCHEDULE

Type of Fee	Amount	Timing
Initial Application Fee for Certified Peer Recovery Coach (CPRC) (for 2 years)	\$125.00	Pay at time of initial application
Incomplete Application Fee for CPRC	\$25.00	Pay at time of submission of missing information
Recertification Fee for CPRC (for 2 years)	\$75.00	Pay every 2 years, with submission of recertification application
Voluntary Inactive Status Fee for CPRC	\$20.00 per year	Pay at time of application for inactive status and each year thereafter – as long as inactive status is maintained
Reinstatement from Inactive Status Fee for CPRC	\$20.00	This fee “resumes the clock” allowing you to pick up your prior certification with the same number of months left before recertification as you had before becoming inactive
Initial Application Fee for Registered Peer Recovery Coach (RPRC)	\$50.00	Pay at time of initial application
Recertification Fee for RPRC (for 2 years)	\$50.00	Pay at time of recertification application; you can reapply only once

## **APPEAL PROCEDURES**

When a Candidate or Member does not agree with the results of a decision that has been rendered by MRCCB, the individual may file a grievance. All grievances will be reviewed by the MRCCB Ethics Committee. The individual is required to submit their grievance(s) within 30 calendar days of receipt of notification of the decision, or any other action they deem unmerited.

It is the individual's responsibility to ensure all required grievance documents are submitted and completed in an accurate fashion. The completed Grievance Form and any other necessary documentation are to be forwarded to the Maine Recovery Coach Certification Board c/o Ethics Committee by CERTIFIED MAIL in the following manner:

MRCCB  
Ethics Committee – Grievance  
c/o Portland Recovery Community Center  
468 Forest Avenue  
Portland, ME 04101

Please allow 30 days for grievance to be reviewed by MRCCB and the Ethics Committee. Any grievances that are incomplete upon receipt by MRCCB and the Ethics Committee, will generate a deficiency notification to be sent by email and/or regular mail. Any request for additional documentation must be received by MRCCB and the Ethics Committee within 30 days of the request. If the additional documentation is not received within the required time frame, the grievance will be forfeited.

MRCCB will forward the disposition of the investigation of the grievance within 60 days of all required documentation.

# MRCCB CODE OF ETHICAL CONDUCT

## PREAMBLE

The Maine Peer Recovery Coach Certification Board (referred to herein as "the Board" or "MRCCB") provides voluntary registration and certification for peer recovery coaching services in Maine as a way of assuring competence to recoverees, to the public and to employers. MRCCB is dedicated to the principle that individuals in the field of recovery support services must ensure their behavior meets the highest standards of ethical practice. To that end, the MRCCB has adopted this Code of Ethical Conduct (referred to herein as "the Code"), to be applied to all peer recovery coaches registered/certified by or seeking registration/certification by the Board. All Individuals are subject to the Code and the MRCCB Code of Ethical Conduct – Disciplinary Procedures from the date of application for any MRCCB credential. The Code exists, in part, for the protection of recoverees and to maintain the integrity and professionalism of the field.

The Code is divided into two sections: (1) a Glossary of key terms used in the Code; and (2) the MRCCB Code of Ethical Conduct, which set forth the standards which professionals are required to observe and discussions of selected standards. A separate document, ***the MRCCB Code of Ethical Conduct - Disciplinary Procedures (referred to herein as "Disciplinary Procedures")***, will be used by the Board to directly investigate alleged violations of the Code. The Board is committed to investigate and sanction those who breach this Code. Registered and Certified Peer Recovery Coaches are, therefore, encouraged to thoroughly familiarize themselves with the Code and to guide their behavior according to the Rules set forth below.

## GLOSSARY

### Appeals Committee

A committee of members of the Board of Directors of the MRCCB appointed to hear any appeal provided for hereunder.

### Registered or Certified Recovery Coach

A person who holds a MRCCB credential classification.

### Recoveree

Any person(s) who, either currently or within the past five years, has received or is receiving services from a Registered and Certified Peer Recovery Coach, either individually or in the coaches' treatment context/setting.

### Complainant

A person(s) who files a complaint with the Board against a Registered and Certified Peer Recovery Coach under the Board's jurisdiction.

### Coachervisor

A person who serves as a supervisor to recovery coaches. An individual who has completed the CCAR Recovery Coach Academy *and* Coachervision is defined as an eligible Coachervisor by the MRCCB.

## Ethics

A standard of behavior by which Registered and Certified Peer Recovery Coaches must abide, including but not limited to the standards provided herein.

## Ethics Committee

A MRCCB standing committee charged with the responsibility to review, investigate and sanction as determined appropriate to those who breach the Code. The committee is comprised of MRCCB board members and/or its designees.

## Hearing Panel

A panel comprised of MRCCB Ethics Committee members with a responsibility to hear and make recommendations in accordance with the Code.

## Hearing Officer

(A person) The MRCCB Ethics Committee Chairperson or Co-Chairperson who presides over an ethics hearing.

## Plagiarism

An act of appropriating the language, ideas, or thoughts from another person and representing them as one's own original work.

## Public Reprimand

A sanction that is a formal, written, published reproof or warning to a Respondent who the Ethics Committee has determined to have breached the Code.

## Respondent

A Registered or Certified Peer Recovery Coach against whom an ethical complaint has been filed.

## Revocation

A sanction resulting in the complete and permanent forfeiture of MRCCB certification.

## Scope of Services

The range of coaching services deemed appropriate and necessary for an individual recoveree. Such services may include but are not limited to prevention, establishing community connections, setting goals, providing information and reducing barriers to local resources.

## Suspension

A sanction resulting in the temporary forfeiture of MRCCB certification for a period of time to be determined by the MRCCB Ethics Committee.

## Written Caution

The least restrictive disciplinary action that a Respondent may receive due to breaching the Code. This sanction is a formal, private, non-publicized letter of warning to the Respondent that cautions the Respondent against certain conduct or behavior.

*The following Code of Ethics, adopted by the Board, set forth the minimum standards of conduct which all Registered and Certified Peer Recovery Coaches are expected to honor. Failure to comply with an obligation or prohibition set forth in the rules may result in disciplinary action by the Board.*

## **Maine Peer Recovery Coach Code of Ethics**

As a Peer Recovery Coach:

1. I treat others with dignity, kindness, and respect.
2. I respect self-determination and the right of others to make their own decisions and choices in relation to their lives.
3. I honor and respect multiple pathways of recovery.
4. My primary obligation and responsibility is my own recovery. For me this means:
5. I shall model wellness and recovery and develop a support team and resources to stay in recovery.
6. I shall practice self-care and seek support for any substance use disorder, psychiatric or psychological impairment, emotional distress, or for other physical health that interferes with my recovery and the ability to provide peer to peer support.
7. I shall refrain from misusing substances that impair performance and judgment in my everyday life and performing my peer support duties.
8. I shall not use any illicit substances or any prescribed psychoactive medications in a manner that is not its intended use to an extent that impairs my ability to safely and competently provide peer support services.
9. I shall take adequate steps to address any possible impairment to my physical, mental, or emotional health that may interfere with my performance as a Peer Recovery Coach through appropriate channels such as my employer, organization, regulatory bodies, Maine Peer Recovery Certification Board, and/or other professional associations.
10. I walk alongside others as an equal. In the interest in empowering individuals, I will not do for them what they are readily able to accomplish on their own.
11. I represent my role honestly and refer to other services and resources when encountering a need or situation outside my scope of role as a Certified Peer Recovery Coach and skillset.
12. I strive to be aware of, appreciative, and sensitive to differences among people and cultural groups. I will not discriminate in respect to race, ethnicity, gender identity, age, national origin, sexual orientation, religion, marital status, political belief, language, socioeconomic status, genetic information, medical diagnosis, or disability.
13. I avoid conflicts of interest and report any real or potential conflict that may interfere with my ability to act in the best interest of those that I serve. I will remove myself from any real or perceived conflict of interest.
14. I do not accept gifts of significant value from people that I serve. Any gifts that I do accept will be reported to my supervisor. I do not lend to, or borrow from, those that I serve.
15. I avoid dual relationships when possible and maintain appropriate boundaries with recoverees. I do not engage in any personal, emotional, sexual, or financial relationships with those that I serve. I will wait at least a year after the peer-to-peer relationship is terminated before establishing a social relationship with a recoveree.
16. I do not harass others, which includes, but is not limited to, sexual advances, sexual solicitation, requests for sexual favors, and other verbal, written, electronic, or physical contact of a sexual or

offensive nature. Harassment does not have to be of a sexual nature and it can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

17. I respect the privacy of those I serve and protect the confidentiality of information as required by the law.
18. I advocate to reduce stigma and promote recovery resources for individuals, the community and society.
19. I put a positive face and voice on recovery from alcohol, substances, and other addictions.
20. I improve my recovery service knowledge and skills through ongoing education, training, and supervision.
21. I seek supervisory guidance with problematic situations when they arise.
22. I refrain from coaching without supervision in affiliation with a recovery community organization, or recognized agency.
23. I keep my commitments to my recovery community, organization, or agency.
24. I shall not discontinue services to a recoveree nor shall I abandon a recoveree without facilitating an appropriate plan.
25. I work toward the maintenance and promotion of high standards of practice for Peer Recovery Coaches.
26. I support the Faces and Voices of [Recovery Bill of Rights](#) for each person that I serve

## COOPERATION WITH THE BOARD

### Rule 1.1

A Registered or Certified Peer Recovery Coach shall cooperate in any investigation conducted pursuant to the Code 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 recoveree 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. refusing to accept and/or respond to a letter of complaint, allowing a credential to lapse while an ethics complaint is pending, or attempting to resign a credential while an ethics complaint is pending. Violation of this rule under these circumstances will result in the immediate and indefinite suspension of the Registered or Certified Peer Recovery Coaches' credential until the ethical complaint is resolved.

### Rule 1.2

A Registered or Certified Peer Recovery Coach shall:

1. not knowingly make a false or misleading statement to the Board, the State of Maine, or any other disciplinary authority;
2. promptly alert colleagues informally to potentially unethical behavior so said colleague could take corrective action;
3. report violations of professional conduct of other certified professionals to the appropriate licensing/disciplinary authority when he/she knows or should have known that another Registered and Certified Peer Recovery Coach has violated ethical standards and has failed to take corrective action after informal intervention.

### Rule 1.3

A Registered or Certified Peer Recovery Coach shall report any uncorrected violation of the Code within 90 days of an alleged violation. Failure to report a violation may be grounds for discipline.

### Rule 1.4

A Registered and Certified Peer Recovery Coach with firsthand knowledge of the actions of a respondent or a complainant shall cooperate with the Board investigation or disciplinary proceeding. Failure or an unwillingness to cooperate in the Board investigation or disciplinary proceeding shall be grounds for disciplinary action.

### Rule 1.5

A registered or certified peer recovery coach shall not file a complaint or provide information to the Board, which he/she knows or should have known, is false or misleading.

### Rule 1.6

In submitting information to the Board, a certified professional shall comply with any requirements pertaining to the disclosure of client information established by the federal or state government.

## MODIFICATION OF CODE OF ETHICAL CONDUCT/DISCIPLINARY PROCEDURES

### Rule 2.1

The Board reserves the right to amend and modify the **Code of Ethical Conduct** and the **Code of Ethical Conduct – Disciplinary Procedures**. When changes are made, all certified professionals will be notified of all changes made and when changes become effective.



MAINE RECOVERY COACH CERTIFICATION BOARD

REGISTERED/CERTIFIED PEER RECOVERY COACH COMPLAINT FORM

This form is to be filled out by any person registering a complaint with the Maine Recovery Coach Certification Board (MRCCB) concerning a Registered/Certified Peer Recovery Coach or a person applying for registration/certification.

**Part I**

1. Name of person registering complaint (Mr./ Ms.):

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Last	First	Middle
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Address

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City	State	Zip
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Telephone	Home	Business
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2. Give the name of the Registered/Certified Peer Recovery Coach or applicant against whom the complaint is being registered:

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Last	First	Middle
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Business address

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City	State	Zip
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Telephone



**Part III**

In order to determine if you have registered a complaint in a timely manner, the following information is requested:

- a. On what date(s) did the action complained of occur? \_\_\_\_\_
- b. When were you first aware of the matter about which you are complaining? \_\_\_\_\_  
What is the most recent date of which you know of the alleged conduct prompting the complaint? \_\_\_\_\_

**Part IV**

Please answer the following questions:

Do you know of others who have knowledge of the alleged conduct? [ ]Yes [ ]No

Please provide the following information about them:

\_\_\_\_\_  
Last name                      First                                      Middle

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Last name                      First                                      Middle

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone

a. Has the person against whom the complaint is being filed given you any explanation for such alleged conduct?  Yes  No

If yes, please state all such explanations:

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How do you view the explanations given to you? \_\_\_\_\_

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**Part V**

1. Have you filed this complaint with any Federal, State, or Local Government agency?

Yes  No If yes, name of agency and address:

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Date of filing: \_\_\_\_\_

If not, do you intend to file with another agency?  Yes  No If yes, name of agency and address:

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2. Have you pursued resolution of your complaint through any internal grievance procedures of an institution or agency?  Yes  No If yes, what is the status of your complaint and the name of the grievance procedure?

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3. Have you commenced civil or administrative action or proceeding in the Federal courts based on this complaint?  Yes  No If yes, what is the status \_\_\_\_\_

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**Part VI**

In the event MRCCB is unable to locate you to discuss this complaint, please provide the following information concerning a person who knows where to contact you:

\_\_\_\_\_

Last name	First	Middle
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\_\_\_\_\_

Address

\_\_\_\_\_

City	State	Zip
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Telephone: \_\_\_\_\_

I understand that the person against whom the complaint is being registered shall be fully informed concerning this formal complaint process and shall be given the opportunity to submit rebuttal information and/or materials concerning the complaint.

I have filled out this Registered/Certified Peer Recovery Coach Complaint Form to the best of my knowledge and am willing to participate in a full investigation of all allegations noted in the complaint.

I, \_\_\_\_\_, swear that the information contained herein enclosed herewith is true and correct.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# Recovery Coach Supervision Hours \*for reference purposes only

Name of Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Coaching for \_\_\_\_\_ (name of agency).

Date	Location	Hours of supervision	Group/Individual	Domain*

\*Domains: Advocacy, Mentoring/Education, Recovery/Wellness Support, and Ethical Responsibilities

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

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

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

**Experience Hour Log** \*for reference purposes only

Name of Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Coaching for \_\_\_\_\_ (name of agency).

Date	Location	Start Time	End Time	Total Hours

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

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

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

## **Roles and Responsibilities of a Recovery Coach**

- Motivator and cheerleader
- Ally and confidant
- Truth-teller
- Role model and motivator
- Problem solver
- Resource broker
- Advocate
- Community organizer
- Lifestyle consultant
- Friend and companion