

# Starting Your Application

## MARR APPLICATION

### Beginning the Certification Process

Thank you for your interest in becoming a Certified Recovery Program Operator. Please note ALL of the following information before beginning your application for certification;

- You must include ALL of the recovery residences within your program in the certification process.
- Your program must be up and running for at least 30 days.
- You must be prepared to submit a payment along with your application. (\$300 one time application and processing fee, along with a \$300 annual fee per residence with 16 beds or less. An additional \$20 is required for each bed over 16)
- You must be prepared to submit a background check within your application for any operators/paid employees AND House Managers with day-to-day interaction with the residents.
- You MUST have commercial general liability insurance that listed ALL recovery home addresses and notes MARR as additionally insured. (Address is at the bottom of our Home page)
- You will be creating and monitoring an online profile for your Recovery Program through a website called Certemy.
- NEW MARR/NARR Trainings are now required for certification and must be completed for certification. More information on these trainings is available under the 'News' tab of our website.
- Also mandatory with your certification is our Rec-Cap System. The REC-CAP is an innovative system for mapping the growth of recovery resources and for recovery care planning. To learn more, click the REC-CAP tab at the top of the page.

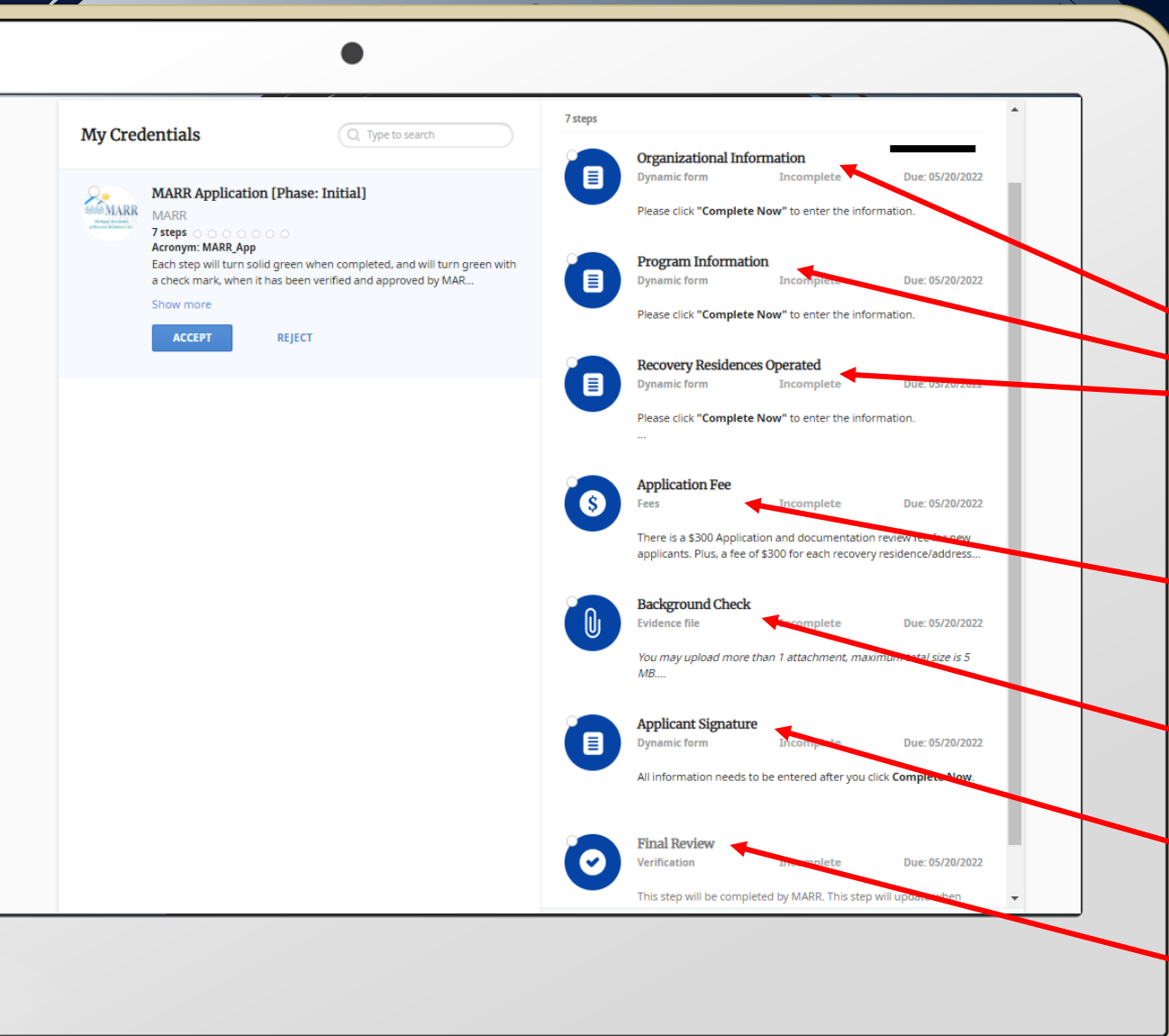
Once your Application is received and approved, a Welcome Letter will appear in your Certemy profile detailing your next steps regarding documentation and site review of your residence/s. To be more prepared for what is expected, the NARR Standards Checklist is available under 'Documents Available for Convenience' below.

By clicking the button below, you are stating that you meet and are prepared for all of the criteria on the left. Please do not begin an application without intent to complete it right away.

START APPLICATION

- Scroll below to access your application.
- You MUST be aware of all criteria before beginning your application.

# Completing Your Application



- There are 6 sections required for your application to be approved.
- ‘Organizational Info’, ‘Program Info’, and ‘Recovery Residences Operated’ gives us a detailed overview of your program and the homes to be certified.
- Your application fee can be a check or money order by mail, but an online payment with your credit or debit card is preferred.
- Background checks must include everyone who has day to day interaction with your residents.
- A written signature is required as the final step to application submission.
- The Final Review step will turn green when your application is approved.

# Application Fees

**Application Fee**  
Incomplete | Fees | 05/20/2022

There is a \$300 Application and documentation review fee for new applicants. Plus, a fee of \$300 for each recovery residence/address having 16 beds or less.  
\*For each bed over 16 an additional fee of \$20 per bed will be charged.

- (Example: A 20 bed home/address fee would be \$380. (\$300 + \$20 per bed over 16 beds = \$380.))
- If payment has already been made, please click "Upload Evidence of Payment" to upload proof.
- If you plan on sending payment such as check or money order, please click "3rd Party Payment", once payment is received the step will be approved.

**Fees** **\$300.00**

Description	Price	Quantity	Subtotal
Enter Quantity of Recovery Residences	\$300.00	1	\$0.00
<b>Total:</b>			<b>\$0.00</b>

For each bed over 16, an additional fee of \$20 per bed will be charged.

Description	Price	Quantity	Subtotal
Example: For a Recovery Residence with 20 beds, you would enter (Quantity = 4), For 2 Recovery Residences with 20 beds each, you would enter (Quantity = 8)	\$20.00	0	\$0.00
<b>Total:</b>			<b>\$0.00</b>

**Grand total:** **\$300.00**

[CLOSE](#) [3RD PARTY PAYMENT](#) [UPLOAD EVIDENCE OF PAYMENT](#) [PAY FEE](#)

- Entering the total number of residences to be certified in the 'quantity' box, will automatically calculate what you owe.
- Residences with over 16 beds, each bed over 16 will be calculated in the following quantity box.
- Those who submit a check or money order by mail must click 'upload evidence of payment' to provide proof of payment.
- Those who pay online can simply click 'pay fee' and enter their card information.
- All steps including payment must be completed before your application is approved.

# Welcome Letter & NARR Standards Checklist



*Welcome*

Thank you for applying for MARR certification!

Now that you have submitted your application and payment you are ready to move forward in the certification process. Your next steps will be to attach and submit documentation that aligns with the NARR Standards for your level of housing. The form can be completed at your leisure as it automatically saves to your profile as you go along, but keep in mind that you only have 90 days to complete this process and will not be able to move forward with certification until this section is complete.

You will receive reminders about submission at 60 days, 30 days and a few days before your documentation is due. If you do not submit all documentation within this timeframe, your Application will be removed, and you will need to start over. Once your form is complete, it will be reviewed by our staff. Documents that are not approved will turn red with an explanation available for review, and documents that are approved will turn green with a checkmark. Once your documentation is completely approved, an inspector will be in touch to schedule your site review.

If at any time you have questions or need any assistance, please do not hesitate to reach out. We are here to make this process as simple as we can.

We are looking forward to getting you certified!

Kind Regards,  
Kayla Hull

## NARR Standard 3.0

### Introduction

NARR was founded in 2011 by a group of organizations and individuals with vast experience in recovery housing from across the country. From the beginning, NARR has been committed to developing and maintaining a national standard for all levels of recovery housing. The term “recovery residence” denotes safe and healthy residential environments in which skills vital for sustaining recovery are learned and practiced in a home-like setting, based on Social Model principles. The Social Model is fundamental to all levels of recovery residences. Social Model philosophy promotes norms that reinforce healthy living skills and associated values, attitudes, and connection with self and community for sustaining recovery. NARR Standard 3.0 operationalizes the Social Model across four Domains, 10 Principles, 31 Standards and their individual rules. The Standard is tailored to each of NARR’s four levels. Version 3 of the NARR Standard does not introduce any operational rules that are not already included in Version 2. Rather, it restates them in a more logical way that improves clarity and eliminates some redundant language.

### Outline of the Standard

#### **Domain 1** *Administrative Operations*

- Principle A. Operate with integrity: Standards 1-4
- Principle B. Uphold residents’ rights: Standards 5 and 6
- Principle C. Create a culture of empowerment where residents engage in governance and leadership: Standards 7 and 8
- Principle D. Develop staff abilities to apply the Social Model: Standards 9-13

#### **Domain 2** *Physical Environment*

- Principle E. Provide a home-like environment: Standards 14 and 15
- Principle F. Promote a safe and healthy environment: Standards 16-19

#### **Domain 3** *Recovery Support*

- Principle G. Facilitate active recovery and recovery community engagement: Standards 20-25
- Principle H. Model prosocial behaviors and relationship enhancement skills: Standard 26
- Principle I. Cultivate the resident’s sense of belonging and responsibility for community: Standards 27-29

#### **Domain 4** *Good Neighbor*

- Principle J. Be a good neighbor: Standards 30 and 31



# Submitting Documentation

The screenshot shows a user interface for a MARR application. A modal dialog box titled "Step was rejected" is open, displaying the following comments:

**Comments:**

This document must list MARR as additional insured and list all of your recovery residence addresses

MARR must be listed as additional insured. Our name and address needs to be listed in the certificate holder section of this document. 370 Country Club Rd Suite 20 Holland, MI 49423

A "CLOSE" button is visible at the bottom of the dialog. In the background, a list of evidence files is shown, including one that is "REJECTED BY VERIFIER" with a red icon and a note: "You may upload more than 1 attachment, maximum total size is 5 MB...".

- To review why a document was not approved, click the red 'Rejected by Viewer' icon.
- A note will appear detailing what needs to be addressed.
- You may then resubmit the appropriate document.
- If your document is not approved once again, an additional note with more detailed direction will appear under the previous comment.

- Once your documentation has been completely approved, an inspector will be in touch to schedule a site review of your recovery residences (RR).
- You will be given 2 available dates and times to choose from.
- Your site review will cover Section 2 of your NARR Standards Checklist.
- Once your site review is completed it will be considered one of the following;



- **Approved-** RR meets all the NARR standards, no health or safety violations, no corrections need to be made.
- **Conditionally Approved-** RR met majority of the NARR standards, there are some corrections that need to be made, 30 days are allotted to correct and submit evidence of corrections.
- **Not Approved-** RR met some of the standards, too many health/safety concerns, 30 days to correct, and a revisit is required. \$100 is due for every location that needs to be revisited.

# Site Reviews

# Site Review Cont.

**Site Review Corrections 2020**

**Site Review Proof of Corrections**  
Files must be smaller than 30 MB and have one of the following extensions: docx, doc, gif, jpg, jpeg, pdf, png, rtf, txt, xls, xlsx, ppt, pptx

Drop files to attach, or [Browse](#)

**Operator Notes on Corrections**  
No data

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**Certification Completion 2020**

**Certificates**  
Files must be smaller than 30 MB and have one of the following extensions: docx, doc, gif, jpg, jpeg, pdf, png, rtf, txt, xls, xlsx, ppt, pptx

BMFL Certs.pdf [Delete](#)  
17.6 MB  
09/10/2020 03:02 PM

Drop files to attach, or [Browse](#)

**Certification Letter**  
Files must be smaller than 30 MB and have one of the following extensions: docx, doc, gif, jpg, jpeg, pdf, png, rtf, txt, xls, xlsx, ppt, pptx

8.31.20 BMFL Certification Letter.pdf [Delete](#)  
147.7 KB  
08/31/2020 04:32 PM

Drop files to attach, or [Browse](#)

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**1. Recovery Residence**

<b>1. Recovery Residence Priority Population</b> Men	<b>1. Recovery Residence Name</b> Serenity Shores
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- If your site review was conditionally approved, you may submit evidence of any corrections on your profile or directly to your inspector via email.
- Once your corrections are reviewed and approved, you will be emailed copies of your certificates and certification letter.
- Both will be available on your profile.



# Certification Renewal

My Credentials

Completed

MARR Additional Payment [Phase: Payment]

MARR  
1 step  
Acronym: MARRPMT  
Additional Payments for MARR

Completed

MARR Additional Payment [Phase: Payment]

MARR  
1 step  
Acronym: MARRPMT  
Additional Payments for MARR

Completed

MARR Level 4 [Phase: Renewal]

MARR  
8 steps  
Acronym: Level4  
Expiration date: 09/17/2021  
Welcome Letter  
Show more  
In Progress

MARR Level 4 [Phase: Renewal]

MARR  
Accepted  
Acronym: Level4  
Expiration date: 09/17/2021

Switched from old version of credential MARR Level 4, version 2, Phase: Initial

8 steps

Organizational Information  
Dynamic form Incomplete Due: 09/16/2021  
Please click "Complete Now" to enter the information. Please ignore the "Upload Evidence Document" link...

Program Information  
Dynamic form Incomplete Due: 09/16/2021  
Please click "Complete Now" to enter the information. Please ignore the "Upload Evidence Document" link...

Recovery Residences Operated  
Dynamic form Incomplete Due: 09/16/2021  
Please click "Complete Now" to enter the information. Please ignore the "Upload Evidence Document" link...

Insurance  
Evidence file Incomplete Due: 09/16/2021

- Once you complete your certification process, the process for renewal will automatically appear in your Certemy account upon login.
- Certifications are renewed annually.
- Please note that the renewal process DOES NOT need to be completed until you approach your renewal date.
- Emails will automatically generate about renewal once your renewal date approaches
- **In the meantime, we ask that you keep your profile as up to date as possible with your program information such as vacancies, contact information, the opening and closing of any RR etc. Some PIHP's will require prompt postings of vacancies within your RR.**

My Credentials Digital Wallet Transcripts Kayla Hull Professional at MARR

MARR Addition  
MARR  
Accepted  
Acronym: MARRPM

Organization Admin

Erich Kaiser from MARR has accepted this credential

Kayla Hull  
Professional at MARR  
khull@micharr.com  
[Profile details](#)

Kayla Hull  
Admin at MARR  
khull@micharr.com

MARR Michigan Association of Recovery Residences, Inc.

My Credentials Digital Wallet Transcripts Kayla Hull Professional at MARR

Kayla Hull  
MARR  
khull@micharr.com

Personal Information  
Profile Fields  
Email Notifications Settings

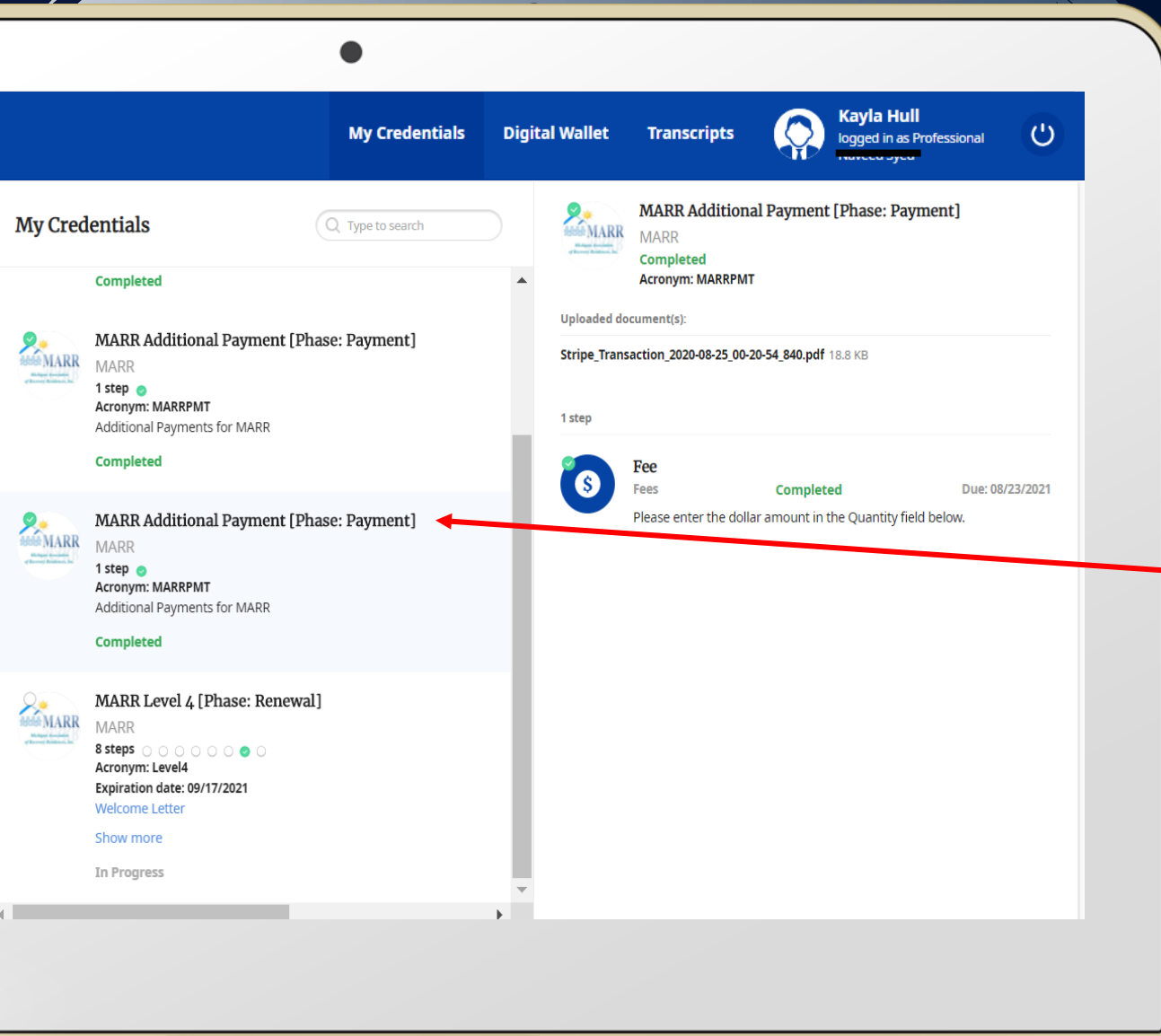
**Profile Fields**

Organizational Information

<b>Name of Organization</b> Michigan Association of Recovery Residences	<b>Legal Name of Organization</b> No data
<b>Doing Business As/Assumed Name</b> No data	<b>Organization Type</b> No data
<b>State of Incorporation or Organization</b> No data	<b>Year Founded</b> No data
<b>Service Location (County)</b> No data	<b>\$ Per Site</b> No data
<b>Status</b> No data	<b>Internal Notes</b> No data

# Accessing Your Main Profile

- To access your main profile, upon login click your name in the top righthand corner of your Certemy profile
- Click 'Profile Details'
- Click 'Profile Fields'
- From there you can edit/update all program information and access all documentation such as your certificates and certification letter



# Additional Fees

- Whenever an additional payment outside of your renewal fee is due, such as with the opening of a new RR, it will appear here.
- Online payments are preferred but check or money order by mail is welcome.

# Certification Completion

- All NARR standards documentation/renewal information is submitted and approved.
- Site review: Passed
- Certification letter will be stamped, signed and emailed. It will also be available on your Certemy profile.

