

# BECOMING CERTIFIED

THE STEP-BY-STEP PROCESS TO BECOMING  
A CERTIFIED MARR OPERATOR THROUGH  
CERTEMY

09/11/2020



# Top 4 Reasons to Become Certified

- National recognition of the NARR Standards.
- You will be added to our referral list of accredited operators and will obtain use of the MARR/NARR Certified Residence Logos.
- Government Funding Opportunities.
- Higher sobriety percentages and better scientifically proven outcomes based on the social model.



## The Social Model:

Emphasizing the process of learning through “doing” and “experiencing” and providing positive role models.

# Certification Breakdown



## Application/Payment

Create a Certemy Profile, fill out an application and submit payment. There is a \$300 initial application fee along with a \$300 fee for every residence being certified.



## Welcome Letter/ NARR Standards

After app and payment are received and approved, your welcome letter, NARR Standards checklist and form for your level of housing will be available on your profile.



## Submit Documents

Required documentation for your level of housing must be submitted through your profile and can be completed at your leisure. Your form will automatically save to your profile as you complete each section.



## Site Review

Once all documentation is received, it will be reviewed by a MARR representative. Your site review will be scheduled after all documentation is approved.



## Certification

Site reviews can be approved, conditionally approved, or not approved. Once your site review is fully approved, your certificates along with letter of certification will be available on your profile.

# Application and Profile

## 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 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.
- You will be creating and monitoring an online profile for your Recovery Program.

Once your Application is received and approved, a Welcome Letter will appear in your profile detailing your next steps regarding your documentation and site review of your residence/s.

By clicking the button below, you agree that you have read and understood that all of the information to your left will be included within your certification process.

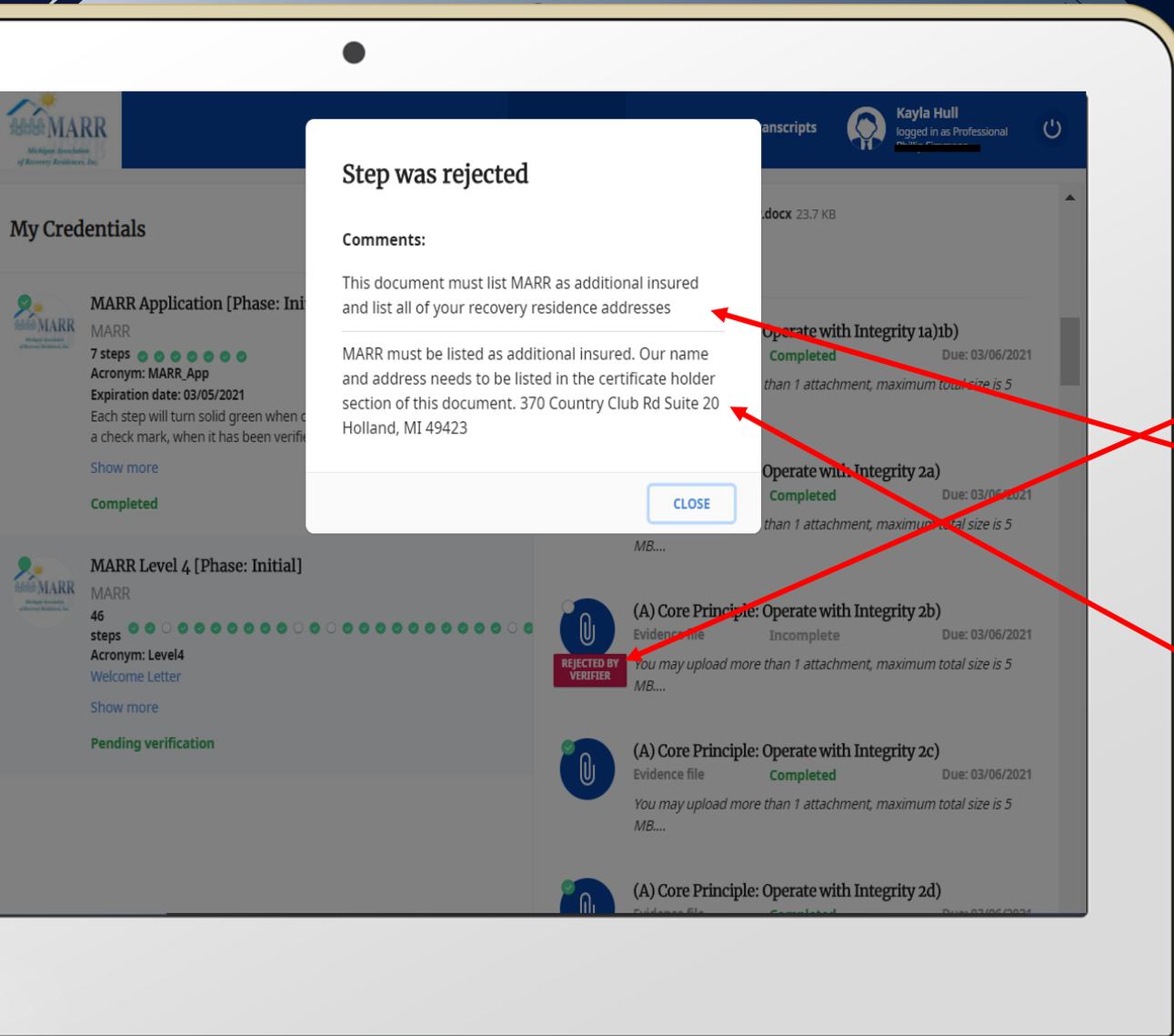
APPLICATION

- Review our list of requirements and click the 'Application' button.
- Follow the steps to create a profile. Please choose an email that will be best suitable to keep track of your certification process.





# Submit Documentation



- 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 unapproved 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 your site review.
- You will be given a variety of available dates and times to choose from.
- Once your site review is completed it will be considered one of the following;

- **Approved-** Home meets all the NARR standards, no health or safety violations, no corrections need to be made.
- **Conditionally Approved-** Home 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-** Home 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

**1. Recovery Residence Priority Population**  
Men

**1. Recovery Residence Name**  
Serenity Shores

- 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, copies of your certificates and certification letter will be available on your profile.

# Certification Renewal

My Credentials Digital Wallet Transcripts Kayla Hull logged in as Professional

My Credentials

Type to search

MARR Level 4 Renewal\_ [Phase: Renewal]

MARR

8 steps 7 of 8 complete

Acronym: Level4

Expiration date: 01/22/2021

NARR Standards 3.0

Pending Verification

MARR Level 4 Renewal\_ [Phase: Renewal]

MARR

Pending Verification

Acronym: Level4

Expiration date: 01/22/2021

8 steps

Organizational Information

Dynamic form Incomplete Due: 01/21/2021

Program Information

Dynamic form Incomplete Due: 01/21/2021

Recovery Residences Operated

Dynamic form Incomplete Due: 01/21/2021

Please list the total number of recovery residences operated by the organization in the State of Michigan including each physical address.

Insurance

Evidence file Incomplete Due: 01/21/2021

You may upload more than 1 attachment, maximum total size is 5 MB

- Once you complete your certification process, the process for renewal will automatically appear in your Certemy account upon login
- Please note that this 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 residences etc. Some PIHP's will require prompt postings of vacancies within your residence/s.**

The screenshot shows the top navigation bar with 'My Credentials', 'Digital Wallet', and 'Transcripts'. The user's name 'Kayla Hull' and title 'Professional at MARR' are displayed in the top right. A dropdown menu is open, showing two profile entries: 'Kayla Hull Professional at MARR' with a 'Profile details' link, and 'Kayla Hull Admin at MARR'. Below the dropdown, there is a notification: 'Erich Kaiser from MARR has accepted this credential'.

The screenshot shows the main profile page. On the left is a profile card for 'Kayla Hull' with a photo and contact information. On the right is the 'Profile Fields' section, which is expanded to show 'Organizational Information'. A red arrow points from the 'Profile Fields' link in the left sidebar to the 'Organizational Information' section.

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

# Our Team

Your site review will be completed with 1-2 of our team members



Jeff Van Treese, Esq.

President

- Chief Executive Officer

*[jvantreese@micharr.com](mailto:jvantreese@micharr.com)*



Katherine O'Hare

Chief Compliance Officer, Inspector

- Lead inspector on site reviews
- Contact for site review support & scheduling
- Creates and mails your certificates

*[kohare@micharr.com](mailto:kohare@micharr.com)*



Kayla Hull

Project Manager, Inspector

- Reviews and approves your application and documentation
- Contact for MARR website, NARR standards, Certemy online support, and certification process
- Creates your certification letter

*[khull@micharr.com](mailto:khull@micharr.com)*

# Certification Completion

- All NARR standards documentation is submitted and approved.
- You passed your site review.
- Certificates and certification letter will be available on your Certemy profile.
- Original certificates for each of your certified residences are mailed to you.



# QUESTIONS COMMENTS CONCERNS

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