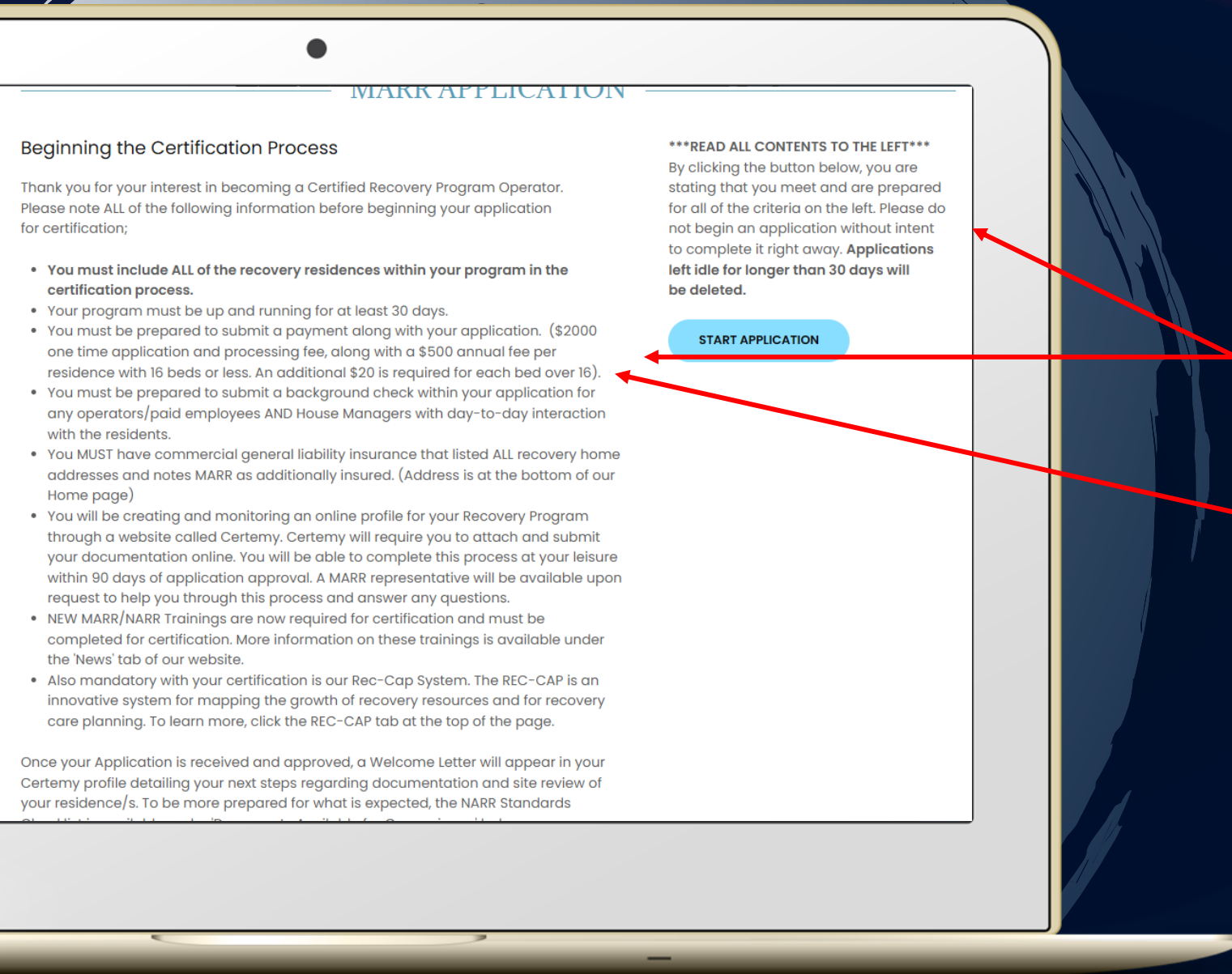


# Starting Your Application



- Scroll below to access your application.
- You MUST be aware of and prepared for all criteria before beginning your application.
- Application Fee is \$2000 (Due once with application)
- Those who pay the \$2000 for the MARR/NARR Training Modules can disregard the application fee. Trainings are free with certification.
- Fee per residence with 16 beds or less is \$500. (Due annually with renewal)

# Completing Your Application

**My Credentials**

**MARR Application [Phase: Initial]**

MARR

7 steps ☐ ☐ ☐ ☐ ☐ ☐ ☐

Acronym: MARR\_App

Each step will turn solid green when completed, and will turn green with a check mark, when it has been verified and approved by MAR...

Show more

ACCEPT REJECT

7 steps

- Organizational Information**  
Dynamic form Incomplete Due: 05/20/2022  
Please click "Complete Now" to enter the information.
- Program Information**  
Dynamic form Incomplete Due: 05/20/2022  
Please click "Complete Now" to enter the information.
- Recovery Residences Operated**  
Dynamic form Incomplete Due: 05/20/2022  
Please click "Complete Now" to enter the information.
- Application Fee**  
Fees Incomplete Due: 05/20/2022  
There is a \$300 Application and documentation review fee for every applicant. Plus, a fee of \$300 for each recovery residence/address...
- Background Check**  
Evidence file Incomplete Due: 05/20/2022  
You may upload more than 1 attachment, maximum total size is 5 MB...
- Applicant Signature**  
Dynamic form Incomplete Due: 05/20/2022  
All information needs to be entered after you click **Complete Now**.
- Final Review**  
Verification Incomplete Due: 05/20/2022  
This step will be completed by MARR. This step will update when...

- 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**

There is a \$2000 Application and documentation review fee for new applicants. Plus, a fee of \$500 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 \$580. (\$500 + \$20 per bed over 16 beds = \$580.))
- 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** \$2,000.00

Description	Price	Quantity	Subtotal
Enter Quantity of Recovery Residences	\$500.00	<input type="text" value="1"/>	\$500.00
<b>Total:</b>			<b>\$500.00</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	<input type="text" value="0"/>	\$0.00
<b>Total:</b>			<b>\$0.00</b>

**Grand total:** \$2,500.00

[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

Available to you once your application is approved



*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 King

## 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





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
Citadel Insurance Services, LC	PHONE:
2600 W Executive Pkwy, Ste 500	FAX:
Lehi, UT 84043	EMAIL ADDR:
	INSURER(S) AFFORDING COVERAGE
	INSURER A: (Name of Carrier)
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			(Policy Number)	2/13/2023	2/13/2024	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$100,000
							MED EXP (ANY ONE PERSON) \$5,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$2,000,000
							PRODUCTS-COMP/OP AGG \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO						BODILY INJURY (Per Person)
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE
	DED	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY	Y/N					PER STATUTE OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMP/ACCIDENT
	DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT
A	PROFESSIONAL (E&O) - CLAIMS MADE			(Policy Number)	2/13/2023	2/13/2024	PER CLAIM LIMIT \$1,000,000
							AGGREGATE \$2,000,000

DESCRIPTION OF OPERATION / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

# General Liability Insurance

- General Liability Insurance is required along with your certification
- The Certificate of Liability Insurance document to the left is the only document accepted under insurance and is required annually
- MARR must be listed as additional insured (aka certificate holder) as follows;  
Michigan Association of Recovery Resources  
370 Country Club Rd. Suite 20  
Holland MI 49423
- ALL recovery addresses must be listed here on this document or on a separate page

Once you have reviewed your welcome letter and NARR Standards checklist, you may begin completing your form.

The form may be completed at your leisure and automatically saves to your profile.

As stated in your Welcome Letter, the form must be completed within 90 days.

Sections that are complete will turn green.

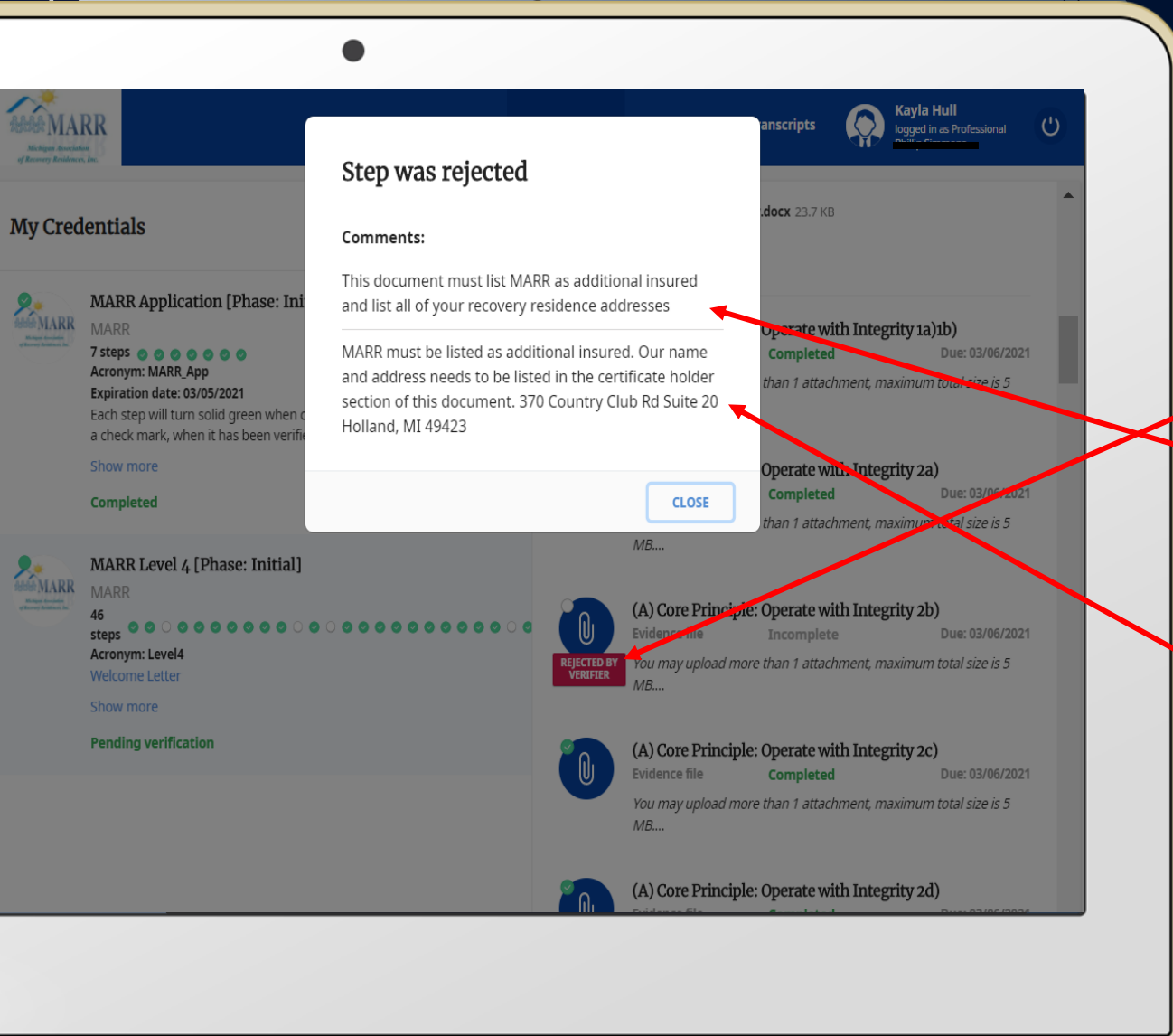
Sections that are incomplete will remain white.

Sections that are approved will be green with a check mark.

Sections that are not approved will return to white and say 'Rejected by Viewer' in red.

6

# Submitting 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 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.

The screenshot shows a user profile for Kayla King, associated with MARR (Michigan Association of Recovery Residences). The profile includes a circular profile picture, name, email (kking@micharr.com), and a list of tabs: Organizational Custom Fields, Personal Information, and Groups & Permissions. The main content area is titled 'Organizational Custom Fields' and contains several sections: 'Organizational Information' with fields for Name of Organization, Legal Name of Organization, Organization Type, State of Incorporation or Organization, Service Location (County), and Status; 'Biography'; and 'Certification Completion' which includes a 'Certificates' section with a file upload area. A red arrow points from the 'Certification Completion' section to the right.

**Organizational Custom Fields**

**Organizational Information**

**Name of Organization**  
No data

**Legal Name of Organization**  
Michigan Association of Recovery Residences

**Organization Type**  
No data

**State of Incorporation or Organization**  
No data

**Service Location (County)**  
No data

**Status**  
No data

**Biography**  
No data

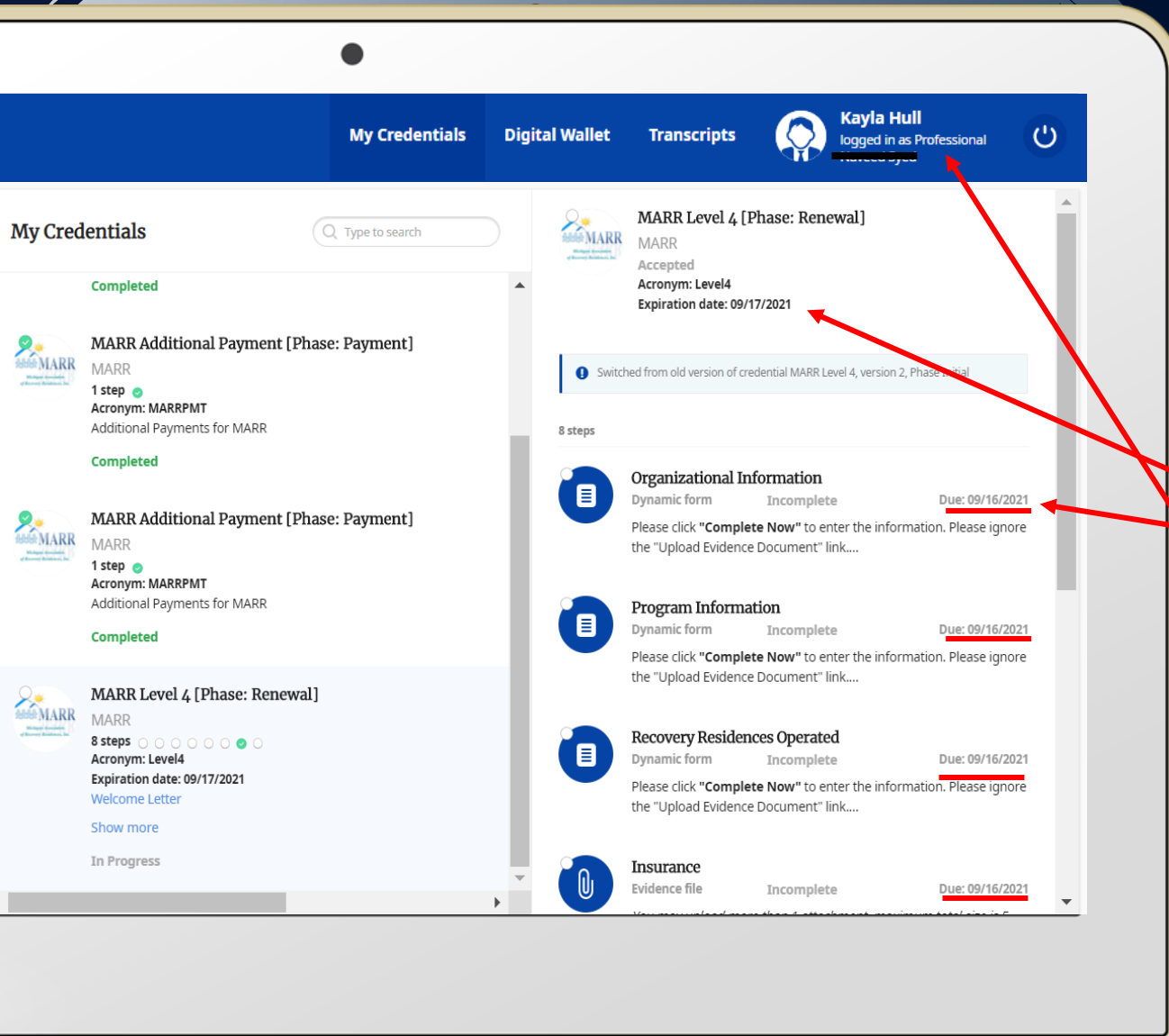
**Certification Completion**

**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

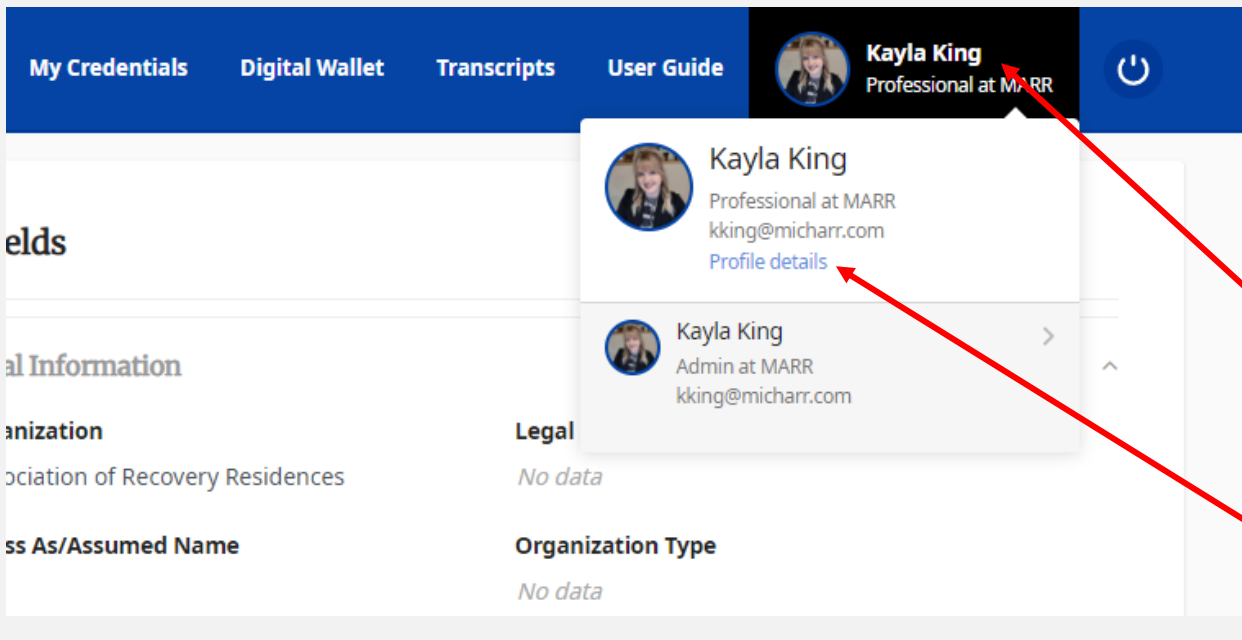
Drop files to attach, or [Browse](#)

- If your site review was conditionally approved, photo evidence of completed requirements should be emailed directly to your inspector within 30 days of site review.
- If extension is required, emailed permission must be requested before your 30-day period. 30 additional days will be allotted
- Once your corrections are reviewed and approved, you will be emailed a copy of your signed and stamped certification letter.
- All certification letters will be available on your Certemy profile.

# Certification Renewal

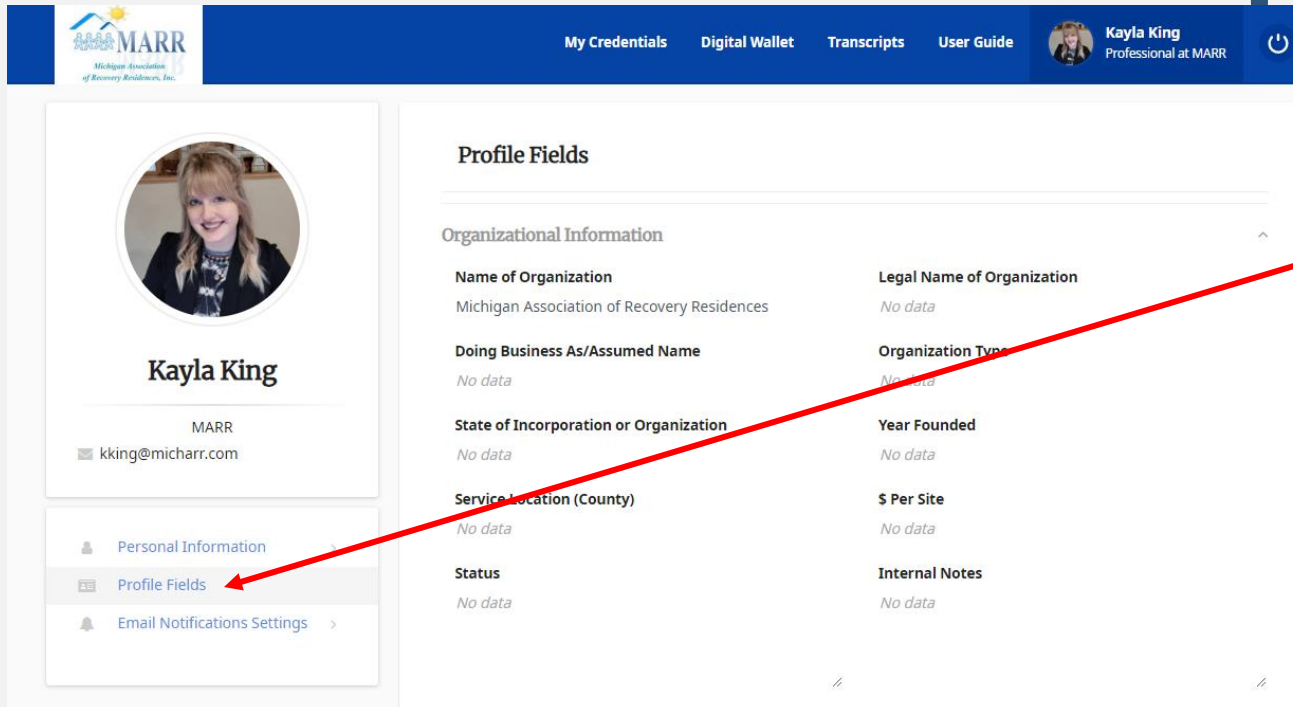


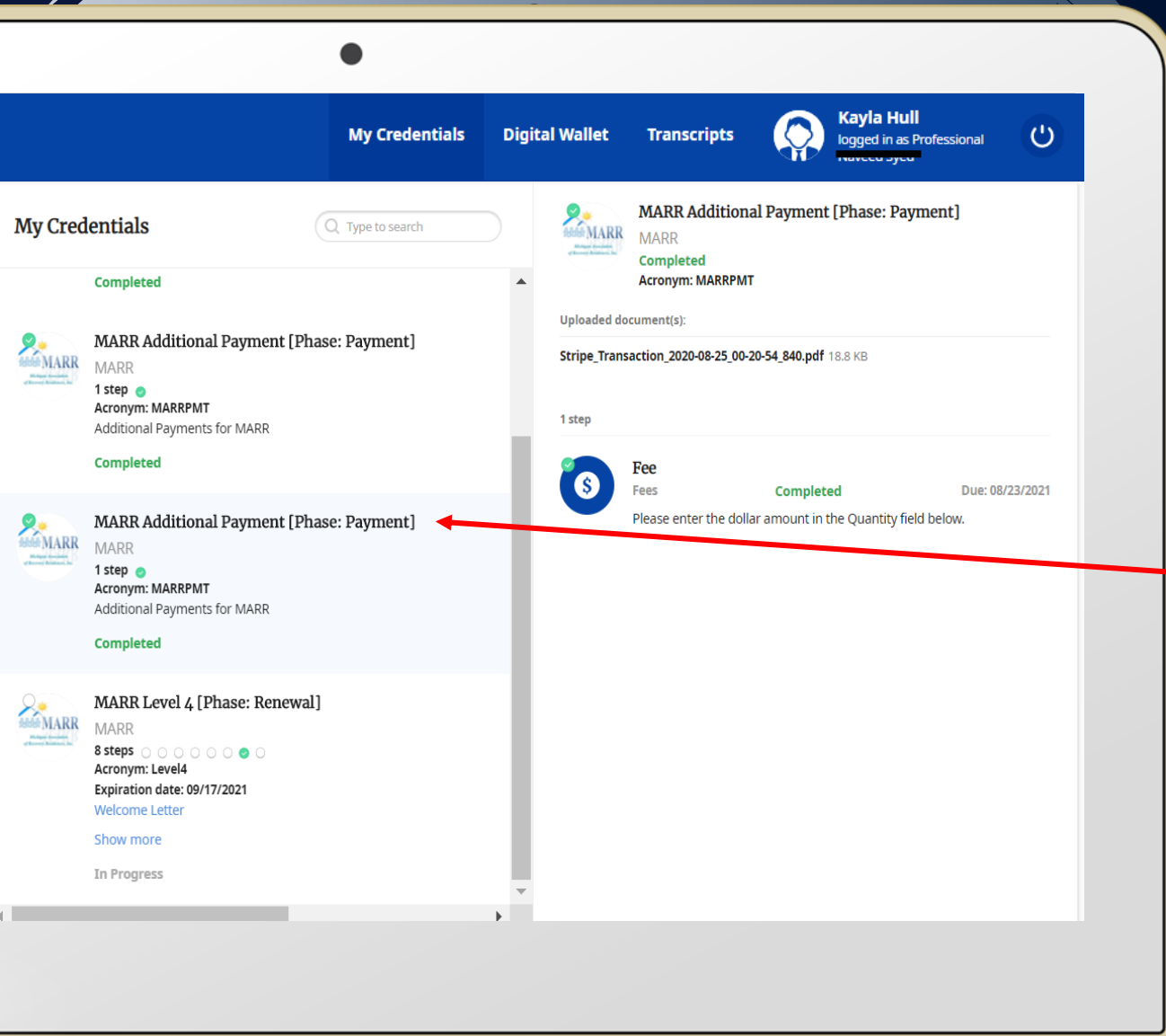
- Once you complete your certification process, the process for renewal will automatically appear in your Certemy account upon login.
- Certifications are renewed annually.
- Please note that the renewal process DOES NOT need to be completed until you approach your renewal date.
- Emails will automatically generate about renewal once your renewal date approaches
- **In the meantime, we ask that you keep MARR and 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.**



# 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.



DATE

Congratulations!

The following recovery locations are certified by MARR:

- ( \_\_ beds) Address
- ( \_\_ beds) Address
- ( \_\_ beds) Address

Recovery Program is a Level \_\_ MARR accredited operator. Your program will be listed under the 'Accredited Operators' tab on our website ([michiganarr.com](http://michiganarr.com)). Feel free to present your certification proudly by adding the MARR and NARR Certified Residence logos to your own website. In the unlikely scenario that your certification is ever revoked, you must remove them from all publications.

We hope that you will continue to work diligently to hold up each of these standards to ensure the best possible care for your residents. Please be prepared for possible randomized inspections throughout the certification year. In the event that any changes are made to your program, such as the opening or closing of a home, etc. MARR must be notified within 30 days of said changes and your Certemy profile must be updated. Be sure to mark your calendar for your annual site review on \_\_\_\_\_. We will be in contact within 1 month of your certificate's expiration date to schedule reinspection.

Have a wonderful year!  
-The MARR Team



370 Country Club Rd, Suite 20 Holland, MI 49423 | 616.312.2100 | [kking@micharr.com](mailto:kking@micharr.com)