**Important Information Sheet**

**Please Carefully Read and Keep this E-mail. It contains important information about the class that you will need!**

**From Jonny Gieber – 503 740 9478 –** [**jonnygieber@gmail.com**](mailto:jonnygieber@gmail.com)

If you would like to meet me prior to the meeting for an extended introduction/bio please go to <https://www.youtube.com/watch?v=39-6AD5j9tw> If you would like to join a facebook page set up by mentors, for mentors (most of which who have taken this class) go to Certified Recovery Mentor Network at <https://www.facebook.com/groups/126627565903187>

1. **What days are the training on?** – Saturdays, Consult the flyer for the specific dates.
2. **What time is the training**? - 9 am to 5 pm each day
3. **Where is the training?** – On zoom. You will be sent a zoom invite prior to the meeting by the person teaching the course. If you need help with zoom, please contact Jonny and we can do a zoom session together. Please remember that a computer with headphones will work much better than a phone for this training and earphones will enhance your experience. Please make sure you have a stable internet connection.
4. **Can I do the class while working , driving, shopping, etc**? No. No. No. Your video camera needs to be on and you need to be front lit. You must be responsive to the instructors during the class. If you are unable to do this you will not be given credit for that day and if you are unable to comply you will be removed from the class. I know this sounds fairly stern but we have had many problems with this in the past and arguing about these issues is not productive and creates a disruption of the learning community.
5. **Can I take the class in a group**? No. Please have your own computer, meeting in groups does not work well. If you do not have access to your own computer a maximum of two people per computer is permissible.
6. **What do I get when I complete the class**? A certificate of completion.
   1. **T**his class is approved by the Oregon Health Authority to be used for application to MHACBO (Mental Health and Addiction Certification Board of Oregon) for the CRM credential (Certified Recovery Mentor)(See attached letter from OHA). Go to MHACBO.com for the CRM application.
   2. In order to apply for a Peer Support Specialist registration with the Oregon Health Authority you must write Apply for Traditional Health Worker (THW) certification via the portal at <https://healthworkforceregistry.oregon.gov/>
7. **How long do I have to be in Recovery and exactly what does that mean?** According to MHACBO, Recovery from Addictive Disease: A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. <https://mhacbo.org/media/filer_public/22/ab/22ab9b40-88e6-49cc-935f-e58e21904e56/definitionofrecovery.pdf> The published standard is for two years .
8. **How do I prove I am in Recovery?** MHACBO requires a professional helper sign a form that documents you have been in the process of recovery for at least two years.
9. **What happens if I am not in Recovery?** This class is not appropriate for you if you are taking it with the intention of becoming a Certified Recovery Mentor and/or a Peer Support Specialist with Adults in Addiction Recovery.
10. **What type of Peer Support Specialist credential do I get?** This education is specific to working with folks who are Adults Recovering from Addictive Disease. This is not a Mental Health PSS.
11. **What if I have a Criminal History**? From MHACBO: Background check with exclusionary criteria of ORS 443.004/0AR 407-007-0277 Crimes (conviction, attempt, conspiracy, or solicitation for any of the crimes) regardless of how long ago the conviction occurred: • ORS 163.095, Aggravated murder • ORS 163.115, Murder • ORS 163.375, Rape I • ORS 163.405, Sodomy I • ORS 163.411, Unlawful sexual penetration I • ORS 163.427, Sexual abuse I
12. **What do you need to do to pass the course**?
    1. **Complete and send to Jonny the Is this Course Right for You form.**
    2. **Complete the Important Information Quiz and send to Jonny.**
    3. **Payment If you haven’t already, please make payment for the class or contact me if you need to make other arrangements.** (Not needed if you are awarded a scholarship).
    4. **Attend every training day**. There is no charge for making up a day. There are no partial days so if you miss any part of a day you need to make up the entire day. There is a limit of 3 months to make up any days missed.
    5. **Complete the Post Test.** I have attached the Post Test for Modules 1 to 5. You need to complete this as we work through each module and then after the completion of day two, send me the completed post-test at [jonnygieber@gmail.com](mailto:jonnygieber@gmail.com). It is my job to make sure you get all the answers and your job to ask me questions until you understand the material. There is only a post test for Modules 1 to 5. Send the completed test to me via email.
    6. **Complete the Attached Take-Home Module (which is Module 6),** This will take several hours to complete. Send the completed module to me at [jonnygieber@gmail.com](mailto:jonnygieber@gmail.com).
    7. **Complete the Dental Module and send Jonny the email from MHACBO the verification you completed it.** Directions on how to do this are on the last page of the Take Home Module.
13. **What materials will you need for each day?** 
    1. Day One (Jonny) – We will cover modules One and Two. You will want to have your Post Test form to fill out as we go.
    2. Day Two (Jonny). We will cover Module Three to Five During Day Two. You will want to have your Post test to fill out as we go.
    3. Days Three and Four (Kelly). Kelly will cover Modules 7 to 12 during these days. There are no post-test for days but there are in class role plays that will serve as your demonstration of the basic required competencies. Kelly will send you materials for Modules 7 to 12 prior to class Three.
14. **When will I get my certificate of completion for the course?** Once you have attended all of the courses and turned in the required materials, I will send you your certificate of completion.
15. **Rules of Civility for Class** - This class focuses on the Professional Development needed to serve as a CRM/PSS and may be challenging on a personal level for individuals who have experienced trauma and may be in an emotionally reactive state. If a student becomes “triggered” by any of the content or processes presented in class they are asked to engage in self-care and communicate as needed with the instructor when the class is not in session (during breaks, lunch or after class). All reactivity is the student’s responsibility to manage in a productive and professional way.
    1. The instructors are responsible to maintain a safe classroom environment for all students and therefore are solely responsible to determine when any conversation should start and/ or stop. It is essential that students respond to the instructor’s cues and stop talking when asked to do so. Students who do not respond to the instructors’ cues will be dismissed from that class session.
    2. Issues of Cultural Sensitivity/Competence are a required part of the curriculum and will be presented by the instructors. This is not a ‘political’ presentation or agenda but rather an ethical responsibility to consider issues of diversity.
    3. All students will be on video during the class. Very brief periods “off-camera” to take care of biological needs are permitted. This is a non-negotiable issue and it will not be discussed in class. We have had many bad experiences with students attempting to multi-task and it simply destroys the learning environment. No more than two students can be on one computer and in one room while taking the class. Students who are not able to meet this requirement will be omitted from that class period.
16. In the event a student needs to make up a class they can do so free of charge by attending the particular class they missed during the next 3 months. Students who wait longer than 3 months will not be allowed to complete make-ups. Students who need to make up a class must take responsibility for communicating with Jonny Gieber to make sure they get the needed zoom invite and class information for the class they missed. Partial make-ups are not permitted.

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