



(OH CPRS) Certification Checklist

IMPORTANT – READ FIRST

To get certified as fast as possible, you should complete your **background checks AND Ohio Learn modules ASAP**, you do not have to do the 40 hr certification training before these.

⚠️ Background checks can take **up to 6 weeks** to be received and processed by the state.

📌 You can complete **background checks and Ohio Learn in ANY order** — one is **NOT** required before the other and can be done before the 40 hr certification training.

Step 1: Complete Certification Training

Attend and finish the **40-hour CPRS training**, Receive your Certificate of Training Completion **(This is what we provide at Reflections of Hope)**

Step 2: Complete Ohio Learn Modules (CPRS)

eBased Academy has been replaced with Ohio Learn

👉 Registration guide: **(Click the Link it is very helpful)**

<https://dbh.ohio.gov/community-partners/peer-supporters/resources/ohio-learn/02-how-to-register-for-ohio-learn>

CPRS Learning Plan Modules:

- Welcome Module
- Introduction to Peer Recovery Support
- History of Substance Use, Mental Health, and Advocacy
- The Recovery Environment
- Cultural Competency
- Ethics and Boundaries



- The Spirit of Motivational Interviewing
- Trauma-Informed Care
- Understanding Human Trafficking
- Health and Wellness
- Supervision
- Realities of Peer Recovery Support
- Certified Peer Supporter Completion Certificate Access

 IMPORTANT:

- You now receive **ONE certificate** that includes ALL completed modules
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Step 3: Submit Your Certification Application Packet

(You must do this step after you have completed both the Ohio Learn modules and the 40 hour training certification)


Submit online: https://elicense.ohio.gov/OH_HomePage

Include:

- Completed Certification Application
- 40-hour Training Certificate (Reflections of Hope)
- Ohio Learn Completion Certificate

 **Submit everything together as ONE packet!!!!**

Step 4: Complete Background Checks

 **You can (and should) do this EARLY to speed things up**

- BCI Background Check
- FBI Background Check



*****YOU MUST USE THESE EXACT CODES*****

- BCI Code: **Other: Ohio Certified Peer Recovery Supporter**
- FBI Code: **Volunteer Children's Act**

Send results to:

Ohio Department of Mental Health & Addiction Services

ATTN: Peer Services

30 East Broad Street, 36th Floor

Columbus, Ohio 43215

⚠ VERY IMPORTANT:

- BOTH background checks are required
- Make sure the ATTN: Peer Services is listed
- Incorrect codes or address = You having to redo this step and having to pay twice!!!!
- **Double-check everything before submitting**

 Processing time: Up to **6 weeks**

(The State will hold on to your Background checks for up to 1 year)

Find locations & pricing info by clicking the link below:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>




Step 5: Pass the CPRS Certification Exam

Pass the OhioMHAS CPRS Exam

 **IMPORTANT:**

- The exam will be sent to the **EMAIL YOU USED in your Certification Application Packet**
- The email will come from **SurveyMonkey** You will ONLY receive the exam after the state has:
- Your full application packet
- Your Ohio Learn certificate
- BOTH background checks

 Check your inbox AND spam folder daily until you receive it

(You can also use the search tool and search “Survey Monkey”)

FINAL TIPS (FASTEST PATH)

1. Start **Ohio Learn modules immediately**
2. Complete **background checks ASAP**
3. Finish your **40-hour training (Reflections of Hope)**
4. Submit your **Certification Application Packet** (as soon as Ohio Learn modules and your 40-hour training is complete and you receive your certificate)

Following this order can cut **weeks off your certification time** and get you working faster.