## ✓ Peer Support Certification Checklist (Ohio)

## Follow these steps to become a Certified Peer Recovery Supporter



🖈 Step 1: Complete Certification Training	
□ Attend and finish the <b>40-hour in-person or virtual training</b> □ Receive your <b>Certificate of Training Completion</b>	
★ Step 2: Complete All 13 eBased Academy Modules	
Go to: www.ebasedacademy.org	
Preate an account, complete each module, and download your certificates as you go.	
Certified Peer Recovery Supporter Learning Plan Modules:	
1. 🗆 Welcome Module	
2. 🗆 Introduction to Peer Recovery Support	
3. $\square$ History of Substance Use, Mental Health, and Advocacy	
4. ☐ The Recovery Environment	
5. □ Cultural Competency	
6. ☐ Ethics and Boundaries	
7. 🗆 The Spirit of Motivational Interviewing	
8. 🗆 Trauma-Informed Care	
9. 🗆 Understanding Human Trafficking	
10. ☐ Health and Wellness	
11. ☐ Supervision	
12. □ Realities of Peer Recovery Support	
13.   Certified Peer Supporter Completion Certificate Access	
➤ This final module unlocks your "Learning Plan Completion Certificate"	
👲 You will receive a certificate after completing each module — you must download	

**!** Each of the 13 must be uploaded individually when submitting your application on eLicense.

and save all 13 certificates.

★ Step 3: Submit Your Certification Application Packet
Submit your full packet online at:
→ elicense.ohio.gov/OH_HomePage
➢ Include:
<ul><li>□ Completed Certification Application</li><li>□ Certificate of Training Completion (from your 40-hour training)</li></ul>
□ <b>All 13 Certificates</b> from eBased Academy (one for each module)
⚠ Important: Submit everything together as one packet. Uploading documents separately can delay processing.
★ Step 4: Complete Your Background Checks
Only complete this step <i>after</i> submitting your full application packet.
(Any Ohio Sheriff's Dept. can do the background check)
☐ You are required to complete <b>BOTH</b> of the following:
• V BCI Background Check
FBI Background Check
<b>★</b> YOU MUST USE THESE EXACT CODES:
BCI Code: Other: Ohio Certified Peer Recovery Supporter
FBI Code: Volunteer Children's Act

Have BOTH results sent to:

Ohio Department of Mental Health & Addiction Services

**ATTN: Peer Services** 

30 East Broad Street, 36th Floor

Columbus, Ohio 43215

## **⚠ VERY IMPORTANT:**

- You must complete **both** background checks **not just one**.
- If the **codes or address** are entered incorrectly, your results will go to the wrong place.
- This will cause delays and require you to repay and redo the background checks.
  - Double-check everything before you pay!
- The background checks can take up to 6 weeks to be received and processed by the state. Be patient and check your email regularly.
- Find a Background check / fingerprinting location near you by clicking the link: 
  WebCheck Community Listing
- ★ Step 5: Pass the Certification Exam
- ☐ Pass the online OhioMHAS Certification Exam

## **IMPORTANT:**

- The exam link will ONLY be sent after the State of Ohio has received and reviewed BOTH your background checks, your 13 eBased Academy certificates, and your Certification Application.
- Watch your **email inbox (and spam folder)** for your exam link from the state.