



Ohio Peer Support Renewal Checklist

Know Your Dates

- ☐ Find your **certification issue date**: _____
 - ☐ Find your **expiration date** (2 years later): _____
 - ☐ Mark your **renewal window** (90 days before expiration):

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Complete 30 CE Hours

Topic Areas (Minimum Hours):

- ☐ **3 hrs** Ethics (HIPAA, confidentiality)
 - ☐ **3 hrs** Boundaries
 - ☐ **2 hrs** Diversity & Inclusion
 - ☐ **1 hr** System Navigation / Care Coordination
 - ☐ **2 hrs** Trauma-Informed Care
 - ☐ **1 hr** Human Trafficking
 - ☐ **1 hr** Behavioral Health / Recovery Knowledge
 - ☐ **1 hr** Health & Wellness
 - ☐ **2 hrs** Peer Coaching Principles
 - ☐ Add up to **30 hours total** — trainings must be **1 hour or more each**
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Keep Your Records

- ☐ Save each certificate (must show your name, date, hours, and topic)
 - ☐ Keep a **CE Log** with:
 - ✓ Training Title
 - ✓ Date Taken
 - ✓ Hours Earned
 - ✓ Provider Name
 - ✓ Goals/Objectives
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Renew on Time

- ☐ Complete all CE **before expiration**
 - ☐ Log in to **Ohio eLicense** within **90 days before expiration**
 - ☐ Upload CE certificates
 - ☐ Confirm **no new felony convictions**
 - ☐ Pay renewal fee
 - ☐ Submit renewal before expiration date
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Bonus Tips

- ✓ Spread your hours over 2 years — don't cram at the last minute!
- ✓ Check with your employer or local orgs for **free CE opportunities**.
- ✓ Keep copies of everything — you might be audited.