

# Training Approval

## SUBMISSION FORM

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A Project of Alcoholism  
& Substance Abuse  
Providers of New York State Inc.



11 North Pearl Street, Suite 801  
Albany, NY 12207

[www.asapnys.org/ny-certification-board/](http://www.asapnys.org/ny-certification-board/)



## Please read carefully before making a Training Approval submission

- One submission only per course. We do not need additional submissions when approved courses are repeated within the time-frame of the approval (i.e. the term of your current ASAP-NYCB Trainer Membership). Details of your Trainer Registry # and expiration are given in the Welcome Letter you received via email when you became a member.
- Please complete all three sections of the form for each course being submitted.  
**Your submission will not be reviewed unless it's complete:**
  - Attestations
  - Trainer Statements
  - Course Inventory
- Please note on the Course Inventory if you are submitting a standard curriculum developed by a third-party - e.g. Connecticut Community for Addiction Recovery; Friends of Recovery-New York; Our Wellness Collective. These vendors may have supplied Course Inventories for their standard programs, relieving you of the need to cross-walk their content with certification competencies. Please confirm with your preferred vendor(s) before completing your submission. **Your submission will not be reviewed unless we have a Course Inventory on file.**
- If you are submitting original curriculum, please complete the Course Inventory page in full. Please see the Appendix for a Sample Course Inventory and for inventories of CRPA and CARC competencies. Please confirm that your course delivers competencies of both certifications.
- For initial certifications, we require 100% competence presence. Please indicate whether you are delivering 46 hours foundational training in one or two curricula.
- Although the training approval process is a Trainer Registry member benefit, please note that training approval is not automatic. We must receive a complete submission for each of your courses. ASAP-NYCB will advise you of the status of your submission once it has been reviewed.
- When issued, your individualized training approval badge will include the date of approval expiration - i.e the conclusion of your present ASAP-NYCB Trainer Registry membership term (see details in the Welcome Letter sent via email when you became a member).
- This training approval badge must be displayed on your training completion certificates to be accepted towards professional certification at ASAP-NYCB.
- Once expired, all training approvals must be resubmitted, with any updates to your content or practice noted in the new submission.
- If your Trainer Registry membership expires anytime before April 1, 2024, you may extend it now by making a payment through our online portal at <https://tinyurl.com/trainer-payment>.

## Questions?

Please contact the program administrator with queries or requests for technical assistance:

Ruth Riddick | [rriddick@asapnys.org](mailto:rriddick@asapnys.org)



# Role Training for Initial CARC Certification

## Opportunity & Guidelines | August 2020

### Role Definition & Competencies

The Certified Addiction Recovery Coach certification was developed per the 2012 Role Delineation & Job Task Analysis (CT Certification Board). This analysis identified four performance domains and 27 associated tasks (knowledge, skills and abilities). ASAP-NYCB offers this certification in NYS.

Candidates for this professional certification are required to demonstrate that they are competent in the CARC role per standards determined by ASAP-New York Certification Board and posted to the website, <http://www.asapnys.org/ny-certification-board/nycb-certifications/>.

These standards stipulate a minimum of 56 training hours relevant to the four performance domains and the associated 27 competencies. These standards also stipulate a minimum 4 hours training in Medication Assisted Treatment (MAT). Training content must be pre-approved by ASAP-NYCB.

### Role Training Requirements

1. In building a candidate's training portfolio for CARC certification, ASAP-NYCB accepts standard approved 46 hour foundational peer recovery training programs such as, CCAR-Recovery Coach Academy; Our Wellness Collective; etc. in part-fulfilment of the training requirements.
2. The 4 hour Medication Assisted Treatment content is mandatory for the certification. This content may be delivered by trainers offering foundational peer recovery programs or sourced elsewhere via third-party training providers. Original curriculum, potentially including additional hours covering Medication Assisted Recovery, would be welcome.
3. The final 10 hour block may be assembled via one or more ASAP-NYCB approved performance domain based elective courses. A particular value of this opportunity is to provide candidates with a choice of skill-building training.
4. Trainers may offer a complete 60 hour CARC training package comprising either (a) one from each category above; or (b) an original performance domain based curriculum.

### Role Training Development Opportunity

ASAP-NYCB invites Trainer Registry members to submit programs to fulfill the 10-hour CARC Elective Training requirement. Submissions may be an adaptation of relevant material from current offerings, consist of original coursework, or comprise standard third-party curricula developed by experienced peer recovery training vendors. **You do not need to offer foundational training to avail of this opportunity.** Submit trainings for approval at: <http://www.asapnys.org/trainers-training/>.

These elective courses:

- Offer all or part of the final CARC 10 hour training block
- Are performance domain-based
- Focus primarily focused on
  - **Communication Skills** such as purposeful conversation; motivational interviewing; strategic story sharing; and/or
  - **Resource Building** including local and community; public/private; state and nationwide
- May address hot-button topics that bring challenges into the conversation - for example, spirituality in recovery; cultural humility and competence; managing conflict and professional detachment; etc.

Approved elective courses may also be offered for all certification renewals.

For further information:

Ruth Riddick, CARC-RCP

ASAP-NYCB Community Outreach | Trainer Registry & Training Approval Program administrator



## ASAP-NYCB Training Approval Program Trainer Attestations

To be completed by Trainer or Training Manager

Name of Trainer:		
Course Title:		
ASAP-NYCB Trainer Registry #:		
Training Agency:		
Contact name:		
Contact email:		
Contact tel:		
Date:		
<b>Hereby attests:</b>	<b>YES</b>	<b>NO</b>
I am a member in good standing of the ASAP-NYCB Trainer Registry		
I have attached a personal statement of my course specific training approach and engagement style, a summary of my experience with this training content, and any previous class feedback		
I have attached a Curriculum Inventory		
I confirm that, for initial certifications (CRPA & CARC), I will deliver a minimum of 46 instructional hours (16 in the domain of Ethical Responsibility)		
I understand that, for the above initial hours, synchronous training only is accepted		
I will deliver this training to a maximum class size of 25 participants (initial certifications only)		
I confirm the presence of all technical and support requirements (audio/video; flip charts, etc.)		
I have attached a statement of my cancelation/refund policy		
I have attached a copy of my course evaluation form		
I will issue training completion certificates bearing my personalized NYCB training approval badge to all participants who successfully complete this course		
I will support my participants in their pursuit of professional certification through NYCB		
I will maintain a formal attendance record, and make it available to NYCB, upon request		
I will cooperate with NYCB program monitoring procedures		
I understand that Trainer Registry membership expires. I will seek renewal in a timely fashion to ensure continuance of training approval.		
I will advise NYCB of any changes to curriculum or training personnel in a timely fashion		
I will advise NYCB of any changes to my trainer registry membership status in a timely fashion		
I understand that ASAP-NYCB will advise me in a responsible and timely fashion of any updates, amendments or changes to the terms of this understanding		
(signed):		(dated):



## ASAP-NYCB Training Approval Program

### Course Specific Trainer Statement

One form to be completed by named Trainer (or Trainer Manager), per each submitted Trainer

Name of Trainer:

Course/Training Title

ASAP-NYCB Trainer Registry #:

Application Date:

Provide specific examples of how you plan on delivering the material named above (e.g. lecture, small group work, etc.), and how this will help learners meet course objectives?

What experience do you have that qualifies you to deliver this specific content effectively, (e.g. you are an authorized trainer in this subject, material is based on your practical experience, etc.)

If you have delivered this course previously, please provide a summary of any feedback received and how you plan on using it to improve the training experience for upcoming classes.



## ASAP-NYCB Training Approval Program Course Inventory

This page to be completed by Trainer | Please submit as many pages as necessary  
**Training Approval Submissions will not be reviewed without this Course Inventory**

Name of Trainer:			
ASAP-NYCB Trainer Registry #:			
Contact email:			
Contact tel:			
Course Title:			
Course Author (individual and/or publisher):			
Has the Course Inventory been pre-approved (y/n):			
Do not make any assumptions. Many training vendors have not submitted their Course Inventories. Please confirm status with your training vendor. <b>Your submission will not be reviewed without this page.</b>			
Is this course for (check all that apply):			
CARC-CRPA initial <input type="checkbox"/>	CARC Elective <input type="checkbox"/>	Renewals <input type="checkbox"/>	
Number of Training Hours:			
Delivery Platform (in-person; online; mixed):			
Synchronous/Asynchronous:			
Only synchronous training is approved for initial certifications			
Please note: Course Inventory for standard training products may already be approved. Consult your training vendor before undertaking this inventory. If in doubt, complete and submit this Course Inventory. Your submission cannot be reviewed without a Course Inventory		<b>Domains &amp; Knowledge, Skills, Abilities:</b> (see attached)	
<b>Module</b> <i>indicate time-duration per session</i>	<b>Learning Objectives</b> <i>general rule: one objective per training hour</i>	<b>CRPA competencies</b> <i>list corresponding Domain and Competencies line #s</i>	<b>CARC competencies</b> <i>list corresponding Domain and Competencies line #s</i>



**Training Approval Submissions will not be reviewed without this Course Inventory**

November 1, 2020



## Writing Training Objectives A 3 Step Guide

<b>Step 1</b>	<b>Starting the sentence</b>
<b>Step 2</b>	<b>Using action words</b>
<b>Step 3</b>	<b>Being concise and specific</b>

When completing your course inventory, whether for initial training, electives, or recredentialing courses, ASAP-NYCB has established a standard of one objective per hour of training. The following guide is intended to help you write effective objectives that match your course content with the relevant certifications competencies (KSAs) of the course you are submitting for review.

**Step 1:** A typical course objective will start with a variation of the phrase: *“By the end of this class, students will be able to...”*

Example: A single objective would read:

*“By the end of this class, students will be able to explain the concept of person-first language.”*

Example: Several objectives would be listed as follows:

*By the end of this class, students will be able to:*

1. *Explain the concept of person-first language*
2. *Use person-first language in describing a hypothetical individual*

**Step 2:** Course objectives should include an action verb to describe what/how the student will be expected to perform, for example:

Words to Use					
<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
Define	Classify	Apply	Analyze	Arrange	Assess
Identify	Compile	Calculate	Calculate	Assemble	Compare
Label	Conclude	Demonstrate	Categorize	Compose	Critique
List	Discuss	Develop	Classify	Construct	Decide
Match	Describe	Interpret	Criticize	Design	Determine
Name	Explain	Locate	Compare	Develop	Establish
Recall	Express	Operate	Contrast	Diagnose	Evaluate
Recognize	Give examples	Perform	Determine	Manage	Judge
Record	Identify	Practice	Differentiate	Organize	Justify
Relate	Interpret	Predict	Distinguish	Plan	Measure
Repeat	Recognize	Present	Examine	Propose	Rate
Select	Summarize	Report	Outline	Relate	Recommend
State	Translate	Use	Test	Summarize	Select

Words that do not provide an objective means of measurement/monitoring attainment should be avoided, for example:

Words to Avoid			
Appreciate	Believe	Improve	Learn
Approach	Grasp the significance of	Increase	Thinks critically
Become	Grow	Know	Understand

(adapted from – Writing Clear Objectives Boston University)



**Step 3:** Objectives should be concise and specifically relate to the KSAs for CRPA and/or CARC. A simple trick to help with this is to take the target objective and modify it using the above guidance.

KSA #s are from the CRPA and CRPA Role Inventories.

<b>Example 1: Single KSA</b>	
#1. Relate to the individual as an advocate.	By the end of this class, students will be able to describe their role as an advocate working on behalf of a recoveree. (CRPA 1)
<b>Example 2: Multiple KSAs</b>	
# 21. Support the development of effective communication skills. # 22. Support the development of conflict resolution skills. # 23. Support the development of problem-solving skills.	By the end of this class, students will be able to demonstrate effective communication skills including those related to conflict resolution and problem solving. (CRPA 21,22,23)
<b>Example 3: Cross Curricular KSAs</b>	
# 53. Use organizational/departmental chain of command to address or resolve issues. # 24. Seek ongoing regularly scheduled consultation & coaching from a recovery coach supervisor	By the end of this class, students will be able to describe the importance of having and using a communication and support structure for their work within agencies and the wider community. (CRPA 53, CARC 24)
<i>Author's note: I like to add the relevant KSAs in parentheses at the end of each objective</i>	



## Course Inventory | Sample

		<b>Domains &amp; Knowledge, Skills &amp; Abilities</b> <i>list corresponding Domain and Competencies line #s</i>	
<b>Module</b>	<b>Learning Objectives</b>	<b>CRPA competencies</b> <i>54 of 54 required</i>	<b>CARC competencies</b> <i>27 of 27 required</i>
1 (4 hrs)	<b>Communicating as a Peer Professional</b> By the end of this module students will be able to: <ol style="list-style-type: none"> <li>1. recognize that there are multiple pathways to recovery/wellness and understand what this means to them as peer professionals</li> <li>2. understand what it means to practice using a strengths-based approach to recovery/wellness</li> <li>3. recognize and use person-centered language</li> <li>4. be able to practice effective communication skills including recovery oriented, strengths based, and person-centered philosophies</li> </ol>	Recovery/Wellness Support (2hrs) 27 36  Advocacy (2hrs) 6 7	Recovery from Addiction (3 hrs) 1 2 3  Recovery Coaching (1hr) 7
2 (2 hrs)	<b>Peer as a professional role model</b> By the end of this module students will <ol style="list-style-type: none"> <li>1. understand what it is to serve as a role model for an individual</li> <li>2. understand and recognize the importance of self-care when working as a peer professional</li> <li>3. be able to relate to the individual as an professional</li> </ol>	Mentoring and education (1hr) 12 13  Advocacy (1hr) 1	Ethical Responsibility (1hr) 25  Recovery Coaching (1hr) 8
3 (6 hrs)	<b>The Peer Role</b> By the end of this module students will be able to: <ol style="list-style-type: none"> <li>1. establish and maintain a peer relationship rather than a hierarchical relationship</li> <li>2. understand the importance of adhering to responsibilities and limits of the role</li> <li>3. recognize and maintain professional and personal boundaries</li> <li>4. understand what it takes to establish a respectful, trusting relationship with the individual</li> <li>5. demonstrate consistency by supporting individuals during ordinary and extraordinary times</li> <li>6. use organizational/departmental chain of command to address and resolve issues</li> </ol>	Mentoring and Education (2hrs) 14 19 20  Ethical Responsibility (4hrs) 46 49 53	Recovery Coaching (1hr) 7 8  Recovery from Addiction (1hr) 6  Ethical Responsibility (4hrs) 20 21
etc	etc	etc	etc



## Certified Addiction Recovery Coach (CARC) ROLE KNOWLEDGE | SKILLS | ABILITIES

A Recovery Coach is anyone committed to promoting recovery from addiction by assisting *recoverees* to remove barriers to recovery, generating individualized recovery options, and connecting *recoverees* with recovery support services designed to build recovery capital.

### Glossary

- **Recoveree:** anyone interested in, seeking or maintaining sustained recovery from a substance use/addictive disorder; may be referred to as a “client” or an “individual”
- **Recovery Coach:** anyone interested in or committed to recovery coaching
- **Certified Addiction Recovery Coach:** anyone who has completed the certification process and is actively certified as a Certified Addiction Recovery Coach (CARC)
- **Recovery Partnerships:** any proactive and supportive relationship designed to promote recovery
- **Recovery Coach Supervisor:** an experienced recovery coach who is trained to provide mentorship, consultation, assistance and coaching for recovery coaches

The Certified Addiction Recovery Coach certification was originally developed by the Connecticut Certification Board per the 2012 Role Delineation and Job Task Analysis which identified four performance domains with the following associated tasks as forming the basis of this certification.

CARC is offered exclusively in New York State by the non-profit New York Certification Board (NYCB) at ASAP. Candidates for this professional certification are required to demonstrate these competencies to NYCB per standards determined by the Board and posted to the website, <http://www.asapnysorg/ny-certification-board/nycb-certifications/>.

### Domain 1: Recovery from Addiction

1. Promote recovery by utilizing compassionate, empowering, hopeful and optimistic strategies
2. Utilize strategies to build recovery capital and reduce risk associated with addiction
3. Understand and respect multiple pathways of recovery and embrace a recovery orientation
4. Recognize individualized needs and assist recoverees connect with diverse recovery modalities, recovery support and treatment services
5. Understand and recognize the full continuum of substance use disorders/addictive disorders
6. Knowledge of Recovery-Oriented Systems of Care (ROSC) and the role of a recovery coach

### Domain 2: Recovery Coaching

7. Utilize stage-specific change strategies and coaching techniques that enhance motivation, establish rapport, build trust and facilitate change
8. Develop with the recoveree a comprehensive understanding of the recovery coaching relationship including the shared expectations, goals, limitations and requirements
9. Recognize a recoveree’s need for individualized support options and determine their readiness for change
10. Develop recovery plans based upon the recoveree’s preferences, goals and strengths and include family members and significant others involved in the recovery process
11. Navigate care systems including recovery supports, behavioral health treatment providers, medical providers, state agencies, entitlements, criminal justice, child welfare and other systems as needed



## Certified Addiction Recovery Coach (CARC) ROLE KNOWLEDGE | SKILLS | ABILITIES

12. Develop recovery partnerships with recovery support and other service providers
13. Recognize a potential crisis situation and respond appropriately

### Domain 3: Recovery Education

14. Provide education to each recoveree about the process of recovery as it relates to their goals, choices, preferences and readiness for change
15. Provide information to the community about recovery from addiction to reduce stigma, end discrimination and encourage recovery partnerships
16. Provide information about the benefits of healthy behaviors by offering information and basic education to support positive change, health and wellness
17. Share positive and helpful information about recovery and encourage others to do the same
18. Maintain current knowledge of recovery support services, resources and systems of care
19. Provide information that encourages prevention of addiction and related behaviors, mental health promotion, and wellness

### Domain 4: Ethical Responsibility

20. Adhere to the NYCB Code of Ethical Conduct and Disciplinary Procedures
21. Recognize and maintain appropriate boundaries and ensure dual relationships do not negatively impact the recovery coaching relationship
22. Share information about a recoveree only when they are present for and authorize disclosure OR obtain written consent that complies with federal and state law
23. Maintain knowledge of all federal & state regulations regarding to mandatory reporting, confidentiality, record keeping and consent procedures
24. Seek ongoing regularly scheduled consultation & coaching from a recovery coach supervisor
25. Recognize the importance of self-care and personal wellness
26. When working with a recoveree avoid any activities outside the scope of the CARC role including counseling services, 12-step sponsorship or “working” the 12 steps, medical advice or “playing doctor”, and spiritual advisor
27. Avoid conflicts of interests, exchange of goods and services, potential exploitation and financial arrangements not in the best interest of the recoveree

### Educational Requirements for CARC certification in NYS:



60 hours of NYCB approved training specific to these role performance domains:

- |                                  |          |   |
|----------------------------------|----------|---|
| • Recovery from Addiction:       | 16 hours | <i>plus</i><br>• Standard initial peer recovery training (46 hours);<br>• Candidate selection from options listed on the ASAP-NYCB website (10 hours) |
| • Recovery Coaching:             | 20 hours |   |
| • Recovery Education:            | 5 hours  |   |
| • Ethical Responsibility:        | 15 hours |   |
| • Medication Assisted Treatment: | 4 hours  |   |
| • CARC competence-based exam     |          |   |

### Training Opportunities in NYS

Approved training is offered by members of the ASAP-NYCB Trainer Registry:  
<http://www.asapnysorg/asap-nycb-trainer-directory/>



## The IC&RC Peer Recovery certification in NYS CERTIFIED RECOVERY PEER ADVOCATE : ROLE KNOWLEDGE | SKILLS | ABILITIES

The International Certification & Reciprocity Consortium's 2013 Peer Recovery (PR) Role Delineation & Job Analysis identified four performance domains with the following associated tasks (requiring specified knowledge, skills and abilities) as forming the basis of its peer recovery certification. In NYS, the IC&RC Peer Recovery Certification is known as **Certified Recovery Peer Advocate (CRPA)** where it is exclusively offered by the non-profit New York Certification Board (NYCB) at ASAP.

Candidates for this professional certification are required to demonstrate these competencies to NYCB per standards determined by the Board and posted to its website, <http://www.asapnys.org/ny-certification-board/nycb-certifications/>:

### Domain 1: Advocacy

1. Relate to the individual [client] as an advocate.
2. Advocate within systems to promote person-centered recovery/wellness support services.
3. Describe the individual's rights and responsibilities.
4. Apply the principles of individual choice and self-determination.
5. Explain importance of self-advocacy as a component of recovery/wellness.
6. Recognize and use person-centered language.
7. Practice effective communication skills.
8. Differentiate between the types and levels of advocacy.
9. Collaborate with individual to identify, link, and coordinate choices with resources.
10. Advocate for multiple pathways to recovery/wellness.
11. Recognize the importance of a holistic (e.g., mind, body, spirit, environment) approach to recovery/wellness.

### Domain 2: Mentoring and Education

12. Serve as a role model for an individual.
13. Recognize the importance of self-care.
14. Establish and maintain a peer relationship rather than a hierarchical relationship.
15. Educate through shared experiences.
16. Support the development of healthy behavior that is based on choice.
17. Describe the skills needed to self-advocate.
18. Assist the individual in identifying and establishing positive relationships.
19. Establish a respectful, trusting relationship with the individual.
20. Demonstrate consistency by supporting individuals during ordinary and extraordinary times.
21. Support the development of effective communication skills.
22. Support the development of conflict resolution skills.
23. Support the development of problem-solving skills.
24. Apply principles of empowerment.
25. Provide resource linkage to community supports and professional services.

### Domain 3: Recovery/Wellness Support

26. Assist the individual with setting goals.
27. Recognize that there are multiple pathways to recovery/wellness.



## The IC&RC Peer Recovery certification in NYS CERTIFIED RECOVERY PEER ADVOCATE : ROLE KNOWLEDGE | SKILLS | ABILITIES

28. Contribute to the individual's recovery/wellness team(s).
29. Assist the individual to identify and build on their strengths and resiliencies.
30. Apply effective coaching techniques such as Motivational Interviewing.
31. Recognize the stages of change.
32. Recognize the stages of recovery/wellness.
33. Recognize signs of distress.
34. Develop tools for effective outreach and continued support.
35. Assist the individual in identifying support systems.
36. Practice a strengths-based approach to recovery/wellness.
37. Assist the individual in identifying basic needs.
38. Apply basic supportive group facilitation techniques.
39. Recognize and understand the impact of trauma.

### Domain 4: Ethical Responsibility

40. Recognize risk indicators that may affect the individual's welfare and safety.
41. Respond to personal risk indicators to assure welfare and safety.
42. Communicate to support network personal issues that impact ability to perform job duties.
43. Report suspicions of abuse or neglect to appropriate authority.
44. Evaluate the individual's satisfaction with their progress toward recovery/wellness goals.
45. Maintain documentation and collect data as required.
46. Adhere to responsibilities and limits of the role.
47. Apply fundamentals of cultural competency.
48. Recognize and adhere to the rules of confidentiality.
49. Recognize and maintain professional and personal boundaries.
50. Recognize and address personal and institutional biases and behaviors.
51. Maintain current, accurate knowledge of trends and issues related to wellness and recovery.
52. Recognize various crisis and emergency situations.
53. Use organizational/departmental chain of command to address or resolve issues.
54. Practice non-judgmental behavior.

see: <https://internationalcredentialing.org/creds/pr>

### Requirements for CRPA certification in NYS



- 18+ years
- High School Diploma (or equivalent)
- 30 hours NYCB approved training incorporating advocacy (10 hours), Mentoring & Education (10 hours), and Recovery Wellness Support (10 hours)
- 16 hours NYCB approved training in Peer Ethical Responsibility
- application to New York Certification Board @ ASAP; Board approval
- IC&RC Peer Recovery Exam passing grade

### Training Opportunities in NYS

Approved training is offered by members of the ASAP-NYCB Trainer Registry:

<http://www.asapnys.org/asap-nycb-trainer-directory/>