



# **ASAP-NYCB Trainer Registry Member Standards of Practice**

## **Accountability Procedures**

Effective April 1, 2022, the ASAP-NYCB Trainer Registry Member Standards of Practice details expectations, protocols and best practices for optimal delivery of peer recovery training to ASAP-NYCB certification candidates and certificants seeking to renew their certifications.

The purpose of the Standards of Practice is to support trainers in their training practice, elevate the quality of peer recovery training and training delivery, improve the training environment and experience for students and participants, and enhance the professional skills of the peer recovery workforce.

The ASAP-NYCB Trainer Registry Member Standards of Practice govern the peer recovery training profession and its provisions are binding on members.

At its discretion, and on receipt of a formal complaint per this form, the ASAP-NYCB Trainer Registry Governance Committee investigates any conduct which may contravene these Standards, making any appropriate recommendations for corrective action, per the following standard process:

### **Disciplinary Process**

The disciplinary process related to standards of practice complaints made against trainer registry members is as follows:

1. Trainer is made aware of complaint and allegations, any immediate actions taken by, or on behalf of the committee, the next steps in the investigatory process, and possible outcomes (via email).
2. Trainer is asked to schedule a meeting with members of the committee at which time the trainer will have an opportunity to respond to presented allegations.
3. Following the trainer interview, the committee members who conducted the interview will prepare an investigative report, with recommendations for next steps, to be presented to the Governance Committee for review.
4. At the next Governance Committee meeting, scheduled monthly, a determination on possible outcomes is made by the committee regarding the presented report.
5. Trainer will be notified of the committee's determination and related outcomes via email within three business days of the full committee meeting, or as soon as possible thereafter.
6. Complainant is thanked and informed as soon as possible by email that the complaint has been fully investigated and is now resolved to ASAP-NYCB's satisfaction.
7. Notwithstanding that this protocol refers to standards of practice only, it is congruent with ASAP-NYCB ethical complaints procedures.

### **Possible Outcomes**

Following are the possible outcomes related to an investigation conducted by the committee:

1. Allegations are unfounded – No action needed
2. Allegations founded – As a condition of maintaining membership of the Trainer Registry, additional training may be required and/or suspension of any individual training related to the substance of the complaint
3. Allegations founded – As a condition of reinstating membership of the Trainer Registry, Trainer registry membership and/or all training approvals suspended for a specified period; reapplication to the registry required at the end of any suspension period
4. Allegations founded – Trainer permanently removed from the trainer registry with immediate revocation of all training approvals

**THIS PROCESS IS STRICTLY CONFIDENTIAL**



## ASAP-NYCB Trainer Registry Member Standards of Practice

### Complaint Form

To file a complaint against a member of the ASAP-NYCB Trainer Registry, please complete the following form and email it to the ASAP-NYCB Trainer Registry Program Manager at [trainers@asapnys.org](mailto:trainers@asapnys.org)

Your Name:

Email:

Phone:

Trainer Name:

Trainer Email:

Trainer Phone:

Is this trainer a member of the ASAP-NYCB Trainer Registry?                      Yes                      No

*The ASAP-NYCB Trainer Registry directory is posted to <https://www.asapnys.org/asap-nycb-trainer-directory/>*

*The ASAP-NYCB Trainer Registry Member Standards of Practice may be found at <https://www.asapnys.org/trainers-training/>*

Please describe the details of your complaint under one or more of the ASAP-NYCB Trainer Registry Member Standards of Practice, citing the individual line item(s), where possible. Please be aware that ASAP-NYCB cannot process complaints about non-members. Our authority is limited to registry members and these formal training standards.

**Section I: Professional Standing**

It is the responsibility of trainer registry members to maintain professional standing

**Section II: Training Delivery**

It is the responsibility of trainer registry members to ensure the effective delivery of approved training

**Section III: Training Certificates**

At the completion of approved courses, trainer registry members issue appropriate completion certificates to students/trainees in compliance with the following guidelines

**Section IV: Documentation and Record Keeping**

It is the responsibility of trainer registry members to maintain training paperwork and documentation

**Section V: Financial Transparency**

Best practice requires trainer registry members to maintain transparent fee structures and policies by sharing this information with students/trainees