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

### **Effective: February 2026**

#### **Section I: Professional Standing**

Trainer Registry members are responsible for maintaining their professional standing by:

- a. Keeping registry membership current and following IUA-NYCB requirements at the time of application and renewal.
- b. Members must stay informed and follow all updates sent by IUA-NYCB.
- c. Attending Trainer Registry events to meet other trainers and help the profession grow.
- d. Providing regular training during membership, including the minimum number of approved peer-specific training hours each year.
- e. Maintaining appropriate qualifications as listed in the registry application and renewal materials.
- f. Immediately reporting if any professional license or certification is taken away or suspended during membership.
- g. Staying up-to-date on certification requirements to help applicants.
- h. Attending ongoing training, classes, and learning programs to maintain and grow professional trainer skills.
- i. Upholding professional conduct and behavior in all areas of professional practice and performance.
- j. Showing respect for students and trainees by following the IUA-NYCB policies that guide appropriate relationships between trainers and students.

#### **Section II: Training Delivery**

Trainer Registry members are responsible for ensuring the effective delivery of approved training by ensuring that:

- a. At least 46 training hours, including 16 hours in the domain of Ethical Responsibility are delivered for initial certifications (CARC and CRPA).
- b. Training hours for initial certification are delivered using a single approved curriculum or through separate, approved domain-based programs, delivered by one or more trainers.
- c. Initial certification trainings are delivered in a fully synchronous format (virtual, in-person, or hybrid).
- d. Initial certification courses maintain a maximum class size of 25 participants.

- e. Training schedules do not exceed six (6) hours of direct instruction per day; breaks are provided.
- f. Trainers are responsible for keeping order during training and can remove any student who is disruptive or repeatedly disrespectful.
- g. Training spaces used by trainers meet all technical and support requirements (e.g., audio/visual equipment, flipcharts, online capabilities) necessary to deliver training with fidelity to the approved design.
- h. When photographs or recordings are taken, students and trainees are informed in advance and given the opportunity to opt out.
- i. Regularly reviewing approved training programs to make sure content and materials are up to date and match current job requirements.
- j. Trainers must submit any changes that affect more than 25% of previously approved course content to IUA-NYCB for review and approval before using them.
- k. Training approval stops when Trainer Registry membership ends. Trainers must keep their membership current or renew it to keep training approval active. Trainers should also ask for new training badges when they need them.
- l. Trainers agree that all training will be provided as described in their approved training plan and will follow any contracts with outside training companies.
- m. Trainers must clearly show their IUA-NYCB training approval status on marketing materials.

### **Section III: Training Certificates**

Upon completion of approved training courses, Trainer Registry members shall issue appropriate training completion certificates to students and trainees in accordance with the following guidelines:

- a. Training completion certificates must include the trainer's logo or brand design, course title, student or trainee name, number of training hours completed, date of training completion, trainer name and signature, and the trainer's approval badge.
- b. Trainers may issue training completion certificates bearing their individual trainer approval badge only if they have delivered at least seventy-five percent (75%) of the total training hours, or if they are the named trainer on an approved session delivered by a third party (e.g., a conference session).
- c. Trainers must ensure that their approval badge(s) are not shared with or transferred to others and acknowledge that they are fully responsible and accountable for any training associated with their individual badge.
- d. Trainers may give certificates only when students attend the full course and complete all required hours. For online training, students must keep their cameras on during all required hours. Students must be told right away about any approved options for making up missed time.
- f. When distributed electronically, training completion certificates must be issued in PDF format only.

### **Section IV: Documentation and Record Keeping**

Trainer Registry members are responsible for maintaining accurate and complete training records by ensuring that:

- a. Attendance is recorded for all training sessions and maintained as documentation of student or trainee contact time.

- b. Students and trainees complete approved course evaluations upon completion of each course.
- c. Copies of all relevant training documentation are retained for a minimum period of seven (7) years. Required documentation includes, but is not limited to, the following:
  - 1. Attendance records or sign-in sheets
  - 2. Training completion certificates
  - 3. Completed course evaluation forms
  - 4. Registration and reimbursement records, where applicable
  - 5. Instructor notes related to student or trainee progress, where applicable
- d. Training records are made available to IUA-NYCB upon request for audit, review, or investigative purposes.

### **Section V: Financial Transparency**

Best practice requires Trainer Registry members to maintain transparent fee structures and policies by clearly communicating the following information to students and trainees:

- a. A clear registration cancellation policy.
- b. All course-related fees, including registration and materials fees.
- c. Any fees associated with post-training services, including certificate replacement.

### **Accountability Procedures**

Effective February 2026, these IUA-NYCB Trainer Registry Member Standards of Practice set the rules and guidelines for training people who are applying for IUA-NYCB certification or renewing their certification.

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

The IUA-NYCB Trainer Registry Member Standards of Practice govern the peer recovery training profession, and their provisions are binding on all Trainer Registry members.

Upon receipt of a formal complaint submitted in accordance with this process, the IUA-NYCB may, at its discretion, investigate any conduct alleged to be in violation of these Standards of Practice and make appropriate recommendations for corrective action, consistent with the standard procedures outlined below.

### **Disciplinary Process**

The disciplinary process for Standards of Practice complaints filed against Trainer Registry members is as follows:

- 1. The trainer is notified of the complaint and specific allegations, any immediate actions taken by or on behalf of the NYCB Trainer Registry, the next steps in the investigative process, and the range of possible outcomes. Notification is provided via email.
- 2. The trainer is requested to schedule a meeting with the NYCB Director of Certification and representatives of the Trainer Registry Review Team, during which the trainer will have the opportunity to respond to the allegations.
- 3. Following the trainer interview, the NYCB interviewers will prepare an investigative report, including recommendations for next steps, for submission to the NYCB Certification Board for review.

4. At the next regularly scheduled NYCB Certification Board meeting, the Board will review the investigative report and determine appropriate outcomes.

5. The trainer is notified of the NYCB Certification Board's determination and any related outcomes via email within three (3) business days of the full committee meeting, or as soon as practicable thereafter.

### **Possible Outcomes**

The following outcomes may result from an investigation conducted by NYCB:

#### **1. If allegations are unproven:**

- No further action is required.

#### **2. If allegations are proven:**

IUA-NYCB may take one of the following actions:

- **Temporary suspension:** Suspend the trainer's membership and all training approvals for a set period of time. The trainer must reapply to the registry after the suspension ends.
- **Permanent removal:** Permanently remove the trainer from the registry and immediately cancel all training approvals.

**All aspects of this process are strictly confidential.**