

Advocacy Unlimited, Inc. RSS Recertification Process

Purpose:

This document outlines the requirements of Advocacy Unlimited, Inc. (AU) for recertifying **Recovery Support Specialists (RSS)** to ensure that they maintain the necessary skills, knowledge, and competencies to effectively support individuals in recovery. Recertification ensures that RSS remains up to date with best practices and advancements in the field of recovery support.

Scope:

The requirements outlined in this document apply to all RSS who are seeking recertification.

Recertification Requirements:

1. Continuing Education Units (CEUs):

- RSS **must** complete and submit documentation for 60 CEUs every three years from the date of certification to maintain their certification.
- CEU Approval: All CEUs must be obtained through courses, workshops, seminars, conferences, or other professional development opportunities. CEUs must focus on topics directly related to the professional practice standards of the RSS, including 1) 12 Core Competencies of the Peer Worker defined by the Substance Abuse and Mental Health Services Administration (SAMHSA), SAMHSA 8 Dimensions of Wellness, Department of Mental Health and Addiction Services (DMHAS) 2026 Code of Ethics & Values of the CPSRP, and other topics relevant to peer recovery services.
- Not all mandatory professional development through employers are eligible for CEUs credits. For example, trainings that include clinical assessment, physical management, or medication administration are ineligible.

2. Eligible CEU Sources:

- Approved Providers: CEUs can be earned through offerings provided by AU and through other eligible sources.

3. Documentation

RSS **must** provide documentation of CEU completion from the course or event provider. This includes certificates of completion, transcripts, or other official proof.

4. Application for Recertification:

- RSS **must** submit a Recertification Application no later than the 3-year anniversary of their certification date to ensure timely recertification.
- The application will include:
 - A list of all completed CEUs (including course titles, hours completed, and providers).
 - Proof of CEU completion.

- Failure to complete the required CEUs and submit the recertification application with supporting documentation, may result in certification expiration.

Late Renewals:

1. Grace Period:

- A grace period of 30 days after the certification expiration date may be provided for late recertification. During this period, RSS can submit their recertification application with the required documentation and CEUs for consideration.

2. Lapsed Certification:

- If RSS certification has lapsed for more than 30 days, applicant will be required to complete the course and pass the exam to regain certification.
 - Admission to the RSS course is competitive by application only and not guaranteed.

Special Considerations:

Documentation Retention:

- It is recommended that RSS should keep all documentation of CEUs for **at least three years** following submission of their recertification application for auditing or verification requests.

Recertification Process Summary:

1. Complete 60 CEUs **every 3 years**.
2. Submit recertification application with required documentation.
3. Meet all requirements for application submission before the deadline.
4. Attest to adhering to the professional practices standards of the RSS
5. Retain proof of CEUs.

Contact Information:

For more information about recertification requirements, or to submit your application, please contact: RSSCT@advocacyunlimited.org or call 860-505-7581.