



## CHECKLIST: How to Apply for Peer Recovery Supporter (PRS) Certification in Ohio

NOTE: This checklist is for individuals who complete the Ohio Department of Mental Health and Addiction Services (OhioMHAS) 40-hour Peer Recovery Supporter (PRS) Training.

**1. Complete BOTH a BCI AND FBI Criminal Background Check. (SEE NEXT PAGE FOR INSTRUCTIONS)** To avoid a delay in certification, we recommend completing your background checks as soon as you have registered for a PRS Training. Background checks may take 30-45 days to arrive at OhioMHAS.

**2. Apply for PRS Certification using the eLicense web portal:**  
[https://elicense.ohio.gov/OH\\_CommunitiesLogin](https://elicense.ohio.gov/OH_CommunitiesLogin)

**\*\*\* IMPORTANT: You must wait to apply for certification until you have completed all 11 eBased Academy courses listed below and received your certificate of training completion for the 40-hour PRS Training. Applying without these items will delay your certification! \*\*\***

**Upload the following documents into the eLicense Portal:**

- ☐ Certificate of Training Completion for the OhioMHAS 40-hour PRS Training
- ☐ Certificates of completion for all 11 of the below eBased Academy Courses.  
Courses available at [www.ebasedacademy.org](http://www.ebasedacademy.org):

- 1. Introduction to Certified Peer Recovery Support for Certified Peer Recovery Supporters**
- 2. History of Substance Use, Mental Health, and Advocacy for Certified Peer Recovery Supporters**
- 3. The Recovery Environment for Certified Peer Recovery Supporters**
- 4. Cultural Competency for Certified Peer Recovery Supporters**
- 5. Ethics and Boundaries for Certified Peer Recovery Supporters**
- 6. The Spirit of Motivational Interviewing for Certified Peer Recovery Supporters**
- 7. Trauma Informed Care for Certified Peer Recovery Supporters**
- 8. Understanding Human Trafficking for Certified Peer Recovery Supporters**
- 9. Health and Wellness for Certified Peer Recovery Supporters**
- 10. Supervision for Certified Peer Recovery Supporters**
- 11. Realities of Peer Recovery Support for Certified Peer Recovery Supporters**

**3. Pass the PRS Certification Exam.** Once you have successfully applied for certification and your BCI & FBI background checks have been received, you will receive by e-mail a link to complete the online exam. You will receive your Ohio Peer Recovery Supporter certification via email through the eLicense portal within 14 business days after you have passed your PRS exam.

## **Criminal Background Checks for Peer Recovery Supporter (PRS) Certification**

**Bring this document (or a digital copy) when you go to the background check agency!**

All individuals applying for PRS certification must obtain **BOTH a BCI AND FBI criminal background check.**

### **Complete Steps 1 & 2 Below:**

**1. Find a background check agency in your area (CLICK HERE TO SEARCH FOR AN AGENCY NEAR YOU!)**

**2. Have your FBI and BCI background checks sent from the agency *directly* to OhioMHAS.** Please note, background checks will only be accepted if received directly from the background check agency. Background checks **will not** be accepted if submitted directly by the applicant or another organization (including the applicant's employer).

### **Provide the below mailing address to the background check agency:**

Ohio Department of Mental Health and Addiction Services

**ATTN: Peer Services**

30 East Broad Street, 36<sup>th</sup> Floor  
Columbus, Ohio 43215

**\*\*\* Make sure to have your background checks sent to Peer Services' attention. Background checks without "Peer Services" included in the address will not arrive! \*\*\***

### **Background Check Codes:**

- For BCI use: "Other: Ohio Certified Peer Recovery Supporter"
- For FBI use: "Volunteer Children's Act"

**Questions: [ohiopeercertification@mha.ohio.gov](mailto:ohiopeercertification@mha.ohio.gov)**