PEER SUPPORT SPECIALIST VIRTUAL TRAINING APPLICATION

**INSTRUCTIONS**

This application must be submitted digitally by email or submitted through our [online form](https://form.jotform.com/90385618899174).

First complete the Qualifying Questions to ensure that you qualify for the training program at this time. If you have any questions about the minimum requirements or your eligibility, please call or email us for clarification.

In order for us to process your application, you must submit at least one letter of reference from someone who knows you well and can provide examples of why they feel you are a good candidate for this training. Family and service providers (like therapists) are NOT acceptable references. Please download the letter of reference form from the [Apply for Peer Training page](https://cmwn.org/recovery-education/peer-support-specialist/apply-peer-support-training/#apply) on our website. You can also access the letter of reference form from our [JotForm submission page](https://form.jotform.com/201834800865153).

## PERSONAL INFORMATION

Full Name:

Address:

City/State/Zip:

Phone:

Personal E-mail:

Work E-mail:

*I would prefer to be contacted about my application status via:* (Please select one)

Personal E-mail Work E-mail

## QUALIFYING QUESTIONS

**Applicants must be able to answer yes to all of the following qualifying questions**. If you answer no to any of the following questions, you are not eligible for training at this time. If you have questions about our minimum requirements or your eligibility, please give us a call or send us an email for clarification.

1. Do you have a high school diploma or GED?

Yes or No

1. Do you identify as a person with lived experience with a mental health or substance use

condition?

Yes or No

1. Do you feel grounded in your own recovery and ready to focus on assisting others?

Yes or No

1. Was your most recent hospitalization or inpatient treatment more than 12 months ago?

Yes or No

1. Do you understand that this training is demanding and that you will be expected to attend

full-day classes, read course materials, complete written homework, complete projects, and take a final written exam? Do you feel ready to take this training?

Yes or No

1. Is your employment goal to be a peer provider of service, such as a Peer Support Specialist, Peer

Coach, Peer Mentor, or Peer Navigator?

Yes or No

1. All course material and instruction will be delivered virtually over Zoom and Google Classroom. Do you have access to a computer (including a webcam and microphone) and reliable internet connection?
Yes or No

***If you answered no to any of these questions, do not fill out the rest of the application.***

Please contact us to determine your eligibility. Also, please note that having a criminal record, while not a disqualifying factor for our training, may limit your employment opportunities as a peer support worker. Please contact us if you’d like to discuss.

## APPLICATION QUESTIONS

1. Why are you interested in becoming a Peer Support Coach/Specialist?
2. What does recovery mean to you in your own life?
3. Why do you think you are a good candidate to provide support to your peers in their own recoveries?
4. Do you have a written plan for your own recovery and wellness? Please write yes or no. If yes, please give details on how and when you developed your plan and how it has helped you.
5. How do you practice recovery in your daily life? Please provide examples of recovery and wellness tools, skills, resources, or strategies that you use.
6. What are your strengths and how will they help you as a Peer Specialist?
7. What experience (if any) do you have providing peer support or advocating for peers with mental health and/or substance use conditions?
8. Are you currently working or volunteering in a role that provides peer support? If yes, please provide the name of the organization, the name and contact information of your supervisor, and the details of your job duties.
9. Please describe how you deal with triggers/stressors.
10. What skills would you like to improve through the Peer Support Coach/Specialist training program?
11. Peer Training is demanding. Class runs from 8:30AM to 5:00PM when meeting synchronously online. There will also be homework, videos to watch, and projects to complete as a part of the training. What will be your most difficult challenge(s) in attending this training and **how do you plan to deal with them?**
12. Please list any social, religious, civic, fraternal, voluntary, or other organizations that you are affiliated with and any leadership positions you have held within them.
13. Please list any other education or training that you have that may assist you in a Peer Support role.

## TRAINING EXPECTATION AGREEMENT

If you are accepted into the Peer Support Specialist Training Program, we want you to know up front what is expected of you to make sure this training is a good fit. **Training actually begins the week before the first classroom date.** Audios and videos along with study guides are sent the week before and are due the first day of class. There is homework each weekend of the class and on many evenings. Please read over the expectations, and sign at the bottom.

***If I am accepted into this training program, I will:***

Prioritize the training over the three plus weeks of learning time. I will be on time, be prepared, turn in homework as assigned, and complete other assignments as scheduled. I will make sure that I have sufficient time for assigned internet instruction (73 hours over 3 weeks).

Make arrangements in advance with my employer, school, family, etc. to ensure that I can fully participate in sessions and complete required home assignments.

Attend all scheduled class sessions in full. I understand that training takes place for a 3-week period with both synchronous and nonsynchronous classwork, extensive classroom activities, discussion, and homework. If there is a legitimate emergency, I understand that I *may* be able to make up some hours, if instructors determine it is possible. However, missing the first day of training (when foundational practices are established) will prohibit me from participating in this training session. I may be able to attend a future CMWN training, provided there is room in the course.

Provide the Network in advance of the class start date with any information regarding challenges that may make participating in classroom work difficult (such as physical, sensory, or learning disabilities). The Network will make every attempt to accommodate individuals when proper notice is given.

Follow my personal wellness plan and do what I need to do to take care of myself during the training, understanding that I need to pay extra attention to rest and nutrition. I also understand that issues that come up during the training may be triggering and that I should have a plan in place to work through those triggers.

Follow through by providing required documents to Network staff, communicate regularly, and, if applicable, comply with the Department of Vocational Rehabilitation or my sponsoring organization’s policies and procedures.

Respect other students’ confidentiality and differing opinions, refraining from the use of offensive, sexist, racist, ableist, homophobic, transphobic, agist, and other discriminatory and oppressive language in order to create a welcoming and supportive learning environment.

□ *I certify that I have completed this application on my own* ***(YES or NO)***

□ *I certify that everything I have written in this application is true at the time of this application, and that if any of these statements are no longer true, I will notify staff members at CMWN* ***(YES or NO)***

**SIGNATURE**:

**DATE**:

**TUITION AND INVOICING**

Once accepted into the program, a tuition invoice will be sent to you or your sponsoring organization. The invoice includes a non-refundable deposit which is required to reserve your place in the training. This deposit is applied to your tuition. To see current tuition rates, please visit our [application page](https://cmwn.org/recovery-education/peer-support-specialist/apply-peer-support-training/).

**Please indicate who the tuition invoice should be sent to if accepted into the program.** If funding is coming from multiple sources, please select each source and fill out relevant information, as well as indicating how much each funding source is contributing to your tuition.

**Please mark each selection with an X**

**Self-Pay**

**Division of Vocational Rehabilitation**

 Name of your DVR Counselor:

 Phone:

 E-mail:

 Mailing Address:

 City/State/Zip:

**Employer or other Organization**

 Organization Name:

 Name of Contact Person at the Organization:

 Contact Person’s Phone:

 Contact Person’s Email:

 Mailing Address:

 City/State/Zip:

 Contribution amount:

**TERMS**

***I understand that, if accepted:***

I (or the person responsible for my tuition) am required to place a non-refundable deposit to hold my place in the class once an invoice is sent.

If my tuition is partially paid via employer sponsorship, I am personally responsible for any remaining balance.

I can work with CMWN to create payment arrangements.

Training certificates cannot be released until tuition is paid in full.

**I agree: (Please Enter Full Name)**

**NEXT STEPS**

In order to process your application, please obtain a letter of reference from a person who knows you well and can provide examples of why they feel you are a good candidate for this training. Family members and service providers (like therapists) are NOT acceptable references.

Please download the letter of reference form from the [Apply for Peer Training page](https://cmwn.org/recovery-education/peer-support-specialist/apply-peer-support-training/#apply) on our website. You can also access the letter of reference form from our [JotForm submission page](https://form.jotform.com/201834800865153).

We will notify you by email that we have received your application. We will then follow up about 7-8 weeks before the training to update you on your application status.

Should you move forward in our application process, we will contact you to schedule an interview. Interviews are required before moving forward with the application process.

**Thank you for applying!**