

Wyoming Peer Specialist Certification Renewal Process

TIMELINE

- Wyoming Certified Peer Specialist (WCPS) certification is valid for two years.
- Renewal dates will be based on the initial certification date.
- Individuals should collect and retain information on continuing education trainings during the two year re-certification cycle.
- The candidate's renewal application and pertinent continuing education materials will be reviewed by the WCPS Certification Committee.
- It is recommended that the re-certification application be submitted at least 30 days prior to the expiration date but no more than 90 days prior. This prevents the certification from expiring.
- It is the responsibility of the applicant to make sure their trainings align with the certification requirements and IC&RC Domains as well as which specific domains are applicable to their trainings. Please consult Recover Wyoming for questions regarding specific continuing education.

REQUIREMENTS

- **20 hours** of continuing education within the last two years:
 - hours should correspond to the professional's work as a peer and the [IC&RC domains](#)
 - submission of duplicate courses taken within the two year renewal cycle are not permitted (e.g., Boundaries 2017 and Boundaries 2018)
 - **6 hours** of the continuing education requirements must be peer-specific ethics training
 - Please note, continuing education hours must have occurred during the two years between the certification date (or previous renewal date) and the date of expiration. For example, if the WCPS certificate was earned in June 2021, then the continuing education hours submitted must have been earned between June 2021- June 2023.
 - Addiction Counseling, Human Services, and Psychology courses/trainings accepted for WCPS recertification= Motivational Interviewing, Ethics, and Trauma-Informed Care.
- **Documentation** of continuing education hours (certificates of attendance)

- Certificates of attendance/completion for each training must include the following:
 - training center
 - trainer's name
 - applicant's name
 - hours completed
 - date of training
 - conference or training agendas/brochures may not meet the requirements for evidence of training completion
 - *If you do not have a certificate of training, please contact the Certification Manager at lanamahoney@recoverwyoming.org or call (307) 421-7261.*

FEES

- \$75 renewal fee is due with submission of renewal application and documents demonstrating evidence of continuing education.
 - **LAPSED CERTIFICATIONS:**
 - All certified professionals should review the re-certification application well in advance of the expiration date. A **Reinstatement Fee of \$50 (in addition to the \$75 renewal fee)** is due if the re-certification is late between one day and 12 months. After 12 months, re-certification is not possible, and an applicant will have to reapply for the credential, meeting all current requirements.

PROCESS

- Complete Wyoming Certified Peer Specialist Renewal Application.
- Update any new contact information if applicable.
- Attach trainings and verification documentation to the renewal application.
- Review and sign Code of Ethical Conduct.
- Pay the renewal fee.
- The CPFS Certification Committee will review the continuing education hours to ensure

they represent the IC & RC domains.

- If training hours are approved, the certification date will be extended for two additional years and you will receive an updated certificate.
- If training hours are not approved, WCPS Certification Manager will be in contact with additional information.