

CERTIFICATION EXAMINING BOARD OF LASACT, INC.

P.O. Box 80235 * Baton Rouge, LA 70898-0235

Phone: 225.766.2992 * Fax: 225.766.8552 * e-mail: ceb@lasact.org Website: www.lasact.org

PRSS TWO-YEAR RENEWAL

January 3, 2024

Dear PRSS Two-Year Certificate Holder:

Your Peer Recovery Support Specialist (PRSS) certificate expires February 3, 2024. Attached are the necessary re-certification documents for a two-year renewal period:

- (1) Re-certification Requirements
- (2) Re-certification Application Form
- (3) Education Summary Form
- (4) Code of Ethics

A generic IC&RC certificate is issued at no charge to you at the time of your renewal. You will now be able to reciprocity your credential to another state that IC&RC recognizes. Also, you have the option of ordering an official international certificate for a fee of \$25.00 for each certificate requested (see attached form). This certificate will include your official certification number which is omitted from the generic certificate.

Read all attached documents thoroughly and carefully so you will know exactly what you need to do to re-certify.

Sincerely,

Adrienne Trogden

CEB Chairman

AT:dcs

Attachments:

Recertification Requirements (Page 2)
Application for Recertification (Page 3)
Summary of Continuing Education Hours (Page 4)
IC&RC Official Certificate Request Form (Page 9)

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Recertification Requirements PEER RECOVERY SUPPORT SPECIALIST (PRSS) Two-Year Certification

PRSS: After the initial certification period, renewal of the PRSS is required every two years. During each two-year cycle, recertification will require 20 contact hours of LASACT/CEB approved education which needs to be in the following domains:

Advocacy
Mentoring/Education
Recovery/Wellness Support
Ethics (of the 20 hours needed for renewal, 6 hours must be in Ethics.)

In-service hours will not be allowed.

1. Hours may be accrued up to 90 days preceding the certification cycle, if not used for the previous certification. If you have all of the necessary continuing education hours but miss the deadline for submission of your application for recertification, you have a 90-day grace period within which you may submit your application with a \$50 late fee.
2. If you do not have all of the necessary continuing education hours, your certification will lapse; however, the individual has up to one year after the expiration date to obtain a pro-rated number of hours and pay a late fee of \$50 in addition to the \$100 recertification fee. You may contact us at ceb@lasact.org for assistance in calculating your hours and additional fees. After renewing, your certification date goes back to the original expiration month/day.
3. After the recertification date expires, the individual will no longer hold a PRSS and no further use of the PRSS is permitted until the individual has recertified.

An Applicant for a two-year re-certification should submit the following documents and fees.

1. Application Form that LASACT will provide and that will be posted on our web site at www.lasact.org/ under the Certification Tab.
2. Signed Code of Ethics Statement located at the bottom of the Application Form. Keep all Code of Ethics pages for your files.
3. Documentation of 20 contact hours of LASACT/CEB approved education in the different domains mentioned above which must include six hours in ethics for the two-year recertification cycle. Verification of completion of hours (certificate/letter, etc.) must be submitted with the Summary of Continuing Education Hours form.
4. Appropriate Fee determined by the following Fee Schedule:

PRSS Renewal:

(Check applicable item)

Convenience Fees Apply only to Pay Pal and Credit Card Payments

\$10 fee for charges \$200 and above.....\$5 fee for charges under \$200

*A separate payment must be made for the Late Fee if paid by Pay Pal or Credit Card

_____ \$125 renewal fee if received by the expiration date.

_____ \$50 late fee is required if application is sent after the expiration date.*

_____ \$25 fee for each Official International Certificate ordered (*OPTIONAL*)

All fees are non-refundable.

You have a 90-day grace period to get the required materials to us with the late fee; however, education hours may not be acquired during this period.

Certification Renewal Notices will also be sent out by e-mail. Please notify us of any changes to your e-mail address

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APPLICATION FOR RECERTIFICATION (2-YEAR PERIOD) PEER RECOVERY SUPPORT SPECIALIST (PRSS)

February 3, 2024

PRSS Certificate Expiration Date

Name to appear on certificate(s) _____

Please Print Clearly

Address: _____

City

State

ZIP

Phone: W _____ H _____ E-mail _____

Place of Employment: _____

Employers Address: _____

City

State

ZIP

Required Enclosures - check applicable statement:

- _____ Application for Recertification (Be sure to sign the Code of Ethics located at the bottom of the APPLICATION sheet.)
- _____ Education Summary Form including certificates verifying CEHs acquired within the PRSS renewal cycle.
- _____ Renewal Payment as per schedule listed below.

Convenience Fee Added only to Pay Pal and Credit Card Payments

Payment Options:

(Check applicable item)

\$10 Fee added to charges \$200 and above.....\$5 Fee added to charges under \$200

*A separate pay pal or credit card payment must be made for all late fees.

_____ Online at www.lasact.org using PayPal AND fax renewal materials to 225.766.8552.

_____ Payment by Credit Card (*See Below)

_____ Check or Money Order in the amount of \$ _____. (Make check payable to LASACT/CEB. Mail payment and forms to P.O. Box 80235, Baton Rouge, LA 70898-0235.)

PRSS 2-Year Recertification Period (Check Appropriate Item):

- _____ \$125 Renewal fee for a two-year cycle if received by the expiration date.
- _____ \$ 50 Late fee for certification renewal submitted after the expiration date. *see above
- _____ \$ 25 Charge for each Official International Certificate(s) Ordered (Optional)

Signature below denotes that applicant:

is currently active in the field of alcohol and substance abuse; is free of any ethical or malpractice violation; ACCEPTS ALL OF THE PRINCIPLES OF THE ATTACHED CODE OF ETHICS AND DISCIPLINARY PROCEDURE.

Print Name Here _____ Signature _____

Date _____

Rev 1/2024

THIS FORM AND OTHER REQUIRED INFORMATION MUST BE POSTMARKED BY THE EXPIRATION DATE. REMINDER: IF ALL CEH'S ARE NOT OBTAINED BY THE EXPIRATION DATE, PRO-RATED HOURS MUST BE SUBMITTED WITH LATE FEE.

*CREDIT CARD Name on Card: _____ Card # _____
INFORMATION: Expire Date: _____ Security Code: _____ Billing Zip _____

Name: _____

PRSS Certificate Expiration Date

Dates to be covered will be the two-year period of this certification cycle is Feb 3 2022 – Feb 3, 2024

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LASACT

SUBMIT THIS FORM **ONLY** IF YOU WANT AN OFFICIAL CERTIFICATE

(Cost is \$25 per Certificate)

Date of Request: _____

PRSS.....IPR

OFFICIAL CERTIFICATE

Please Print Clearly

NAME TO APPEAR ON IC&RC _____ State/Zip _____

ADDRESS: _____

Phone Number: _____

Payment Methods

(All convenience Fees are Waived for Credit Card and Pay Pal Payments)

Amount of Payment Submitted \$ _____ (\$25 per certificate ordered)

Method of Payment

(Check One)

Check _____

Credit Card _____

Money Order _____

Other _____

Pay Pal _____

If Paid by Credit Card:

Card Number _____ Expire Date _____ Security Code _____

Name on Card if Different From Above: _____

Billing Zip Code _____

For Office Use: LASACT member N/A

Contacted IC&RC for # _____

for Certificate _____

Credential Issue Date _____

Database/Spreadsheets Updated _____

Credential Expire Date _____

Date Certificate Mailed _____

Date IC&RC to be Notified _____