

NORTH CAROLINA CERTIFIED PEER SUPPORT SPECIALIST PROGRAM

Approved Course Termination Protocol



Behavioral Health Springboard (BHS)
School of Social Work
The University of North Carolina – Chapel Hill

NCCPSS Course Termination

Purpose: The North Carolina Certified Peer Support Specialist (NCCPSS) Program (hereafter referred to as the Program) has fourteen Approved Courses owned by individuals and organizations. The purpose of this document is to outline a process for the termination of an Approved Course. The course owner must note the following regarding course terminations.

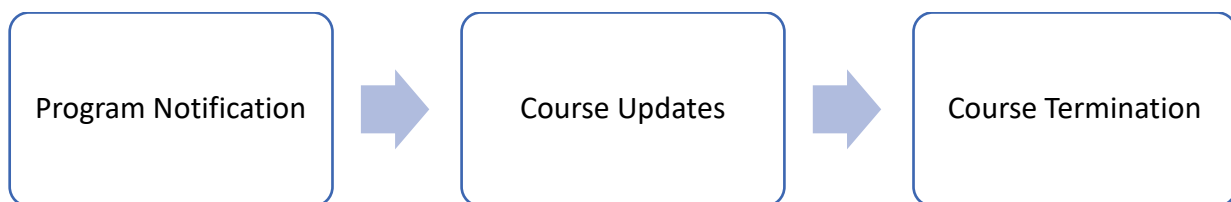
Course Termination:

A course will cease to be an NCCPSS Approved Course after the effective date of termination. Termination of the course means that any training certificate issued after the effective termination date will not be honored for certification by the NCCPSS Program. The Approved Course Owner **MUST** inform any registered trainees of the course termination.

Course Certified Trainers: The Course Owner must notify the Certified Trainers of the course termination within 60 calendar days before the termination date to be effective. Informing the Certified Trainers of the end date for the course allow them time to cancel any scheduled training and avoid scheduling new ones. Certified Trainers cannot transfer training privileges to another course; they must complete certification for any new course they choose to train.

NCCPSS Course Termination Process

The following section outlines the process for course termination, from notifying the Program to when the course is updated on the PSS website. See below for the steps involved in ending a course.



NCCPSS Program Notification: The course owner must notify the Program of their intent to discontinue a course within 60 calendar days before termination. The Program will respond to the notice with the course termination protocol and confirm the effective date for the ending of the course. The course being terminated will not conduct training after the termination date.

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NCCPSS Course Update: The Program staff will post information on the website "Approved Courses" page about the pending termination of the course. The Program staff will update all course records to reflect the effective termination date and remove the course information from the website.

Conclusion

The Program will work with the course owner to ensure the outlined process is followed for the smooth ending of the course. **Any CPSS that completed the course before termination is not required to complete a new Approved Course.** The Program will post the Course Termination Protocol on the "Approved Courses" page on the PSS website for access by current and future course owners. The NCCPSS Program reserves the right to amend and modify the NCCPSS Course Termination Protocol. When changes are made, the Program will update the document, post it on the PSS website, and email the community about the changes and the effective date.

If you have any concerns or questions, you may submit them to:

NCCPSS Program
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