

NORTH CAROLINA
CERTIFIED PEER SUPPORT SPECIALIST
PROGRAM

Approved Course Transfer Protocol



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

NCCPSS Course Transfer

Purpose: The North Carolina's 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 transfer of an approved 40-hour course to a new course owner. The course owners (current and future) must note the following regarding course transfers.

Course Updates: The new owner of the transferred course may not change the course content during takeover but may update the content when the course is due for recertification. It also avoids any distractions in training or workflow around course recertification. Course transfer must occur before or after recertification to ensure the Program communicates with one owner at a time. If an approved course owner acquires a new course, the Program will treat the new course independently of any other course owned by the new owner.

Course Name or Title: It may be easier to maintain the name of the course being transferred for familiarity purposes. However, the new owner is not required to maintain the course's original name. The new owner may change the name of the course if they choose to do so. The Program will update the course information to reflect the new name selected by the new owner.

Course Certified Trainers: the following must be adhered to regarding trainers during a course transfer:

- The course owner must notify the Certified Trainers of a change in ownership within 90 calendar days before the transfer.
- The course owner will provide the new course owner with the list of Certified Trainers (including any concerns, accolades, or corrective action).
- The new course owner will assume responsibility for the Certified Trainers of the course and inform the Certified Trainers within 30 calendar days after the transfer of their decision to retain them or not.
- The new course owner will notify the Program of the status of all Certified Trainers within 30 calendar days of the transfer.
- If the new owner decides to have new trainers, they must follow the requirements in the Trainer Policies to certify and manage the new trainers. Certified Trainers who do not

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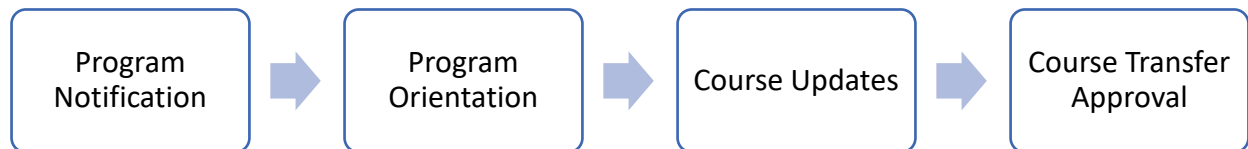
transition to train for the new course may become Certified Trainers for different courses after other course owners approve them to teach their course.

- The new owner is responsible for recertifying all trainers regardless of how they came onboard.
- The new Course owner will manage their Certified Trainers as outlined in the NCCPSS Training and Trainers Policies.

Administrative Fee: The NCCPSS Program will charge \$200 for the administrative tasks associated with the change of ownership. A new course certificate that indicates the approval of the transfer will be mailed via FedEx to the new course owner.

NCCPSS Course Transfer Process

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



NCCPSS Program Notification: The course owner must notify the Program of a change in ownership within 90 calendar days before the transfer. The Program will respond to the notice with the course transfer protocol to current and future course owners. The NCCPSS Program staff will schedule a meeting with the new course owner for orientation and post information about the pending course transfer on the Approved Courses page on the PSS website. The course being transferred will pause training until the transfer is complete.

NCCPSS Program Orientation: Two members of the Technical Assistance Team (TAT) will meet with the new course owner. A staff member of Behavioral Health Springboard (BHS) and a staff member of the Community Engagement and Empowerment (CEE) team at the Division of Mental Health, Developmental Disabilities, and Substance Use Disorders (DMHDDSUD) will form the team that meets with the new owner. The meeting will provide an overview of the NCCPSS Training and Trainer Policies and other program policies and procedures impacting courses. During the orientation, the new course owner will have the opportunity to discuss the policies and the

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consequences of violating these policies and seek clarification on any procedures. At the end of the orientation, the new course owner will sign all required documents to indicate their willingness to adhere to the Program policies.

NCCPSS Course Update: Even though there will not be content changes, administrative changes need to happen at the Program level. Some of these changes include:

- Changing or updating course information on the website
- Certifying new trainers for the course
- Any other administrative tasks

The NCCPSS Program will update all course records to reflect the new changes.

NCCPSS Course Transfer Approval: On signing all required documents at the end of the meeting, the NCCPSS Program will issue a new certificate for the course for the duration remaining before recertification. The certificate will be mailed to the new owner to finalize the transfer process. **The course transfer (approval date) will align with the original approval and recertification dates of the transferred course.**

Conclusion

The Program will work with current and new course owners to ensure the outlined process is followed for smooth management transfer. **Any CPSS that completed the course before the transfer is not required to complete a new Approved Course.** The Program will post the Course Transfer 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 Transfer 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.

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Modification of Course Transfer Protocol

The NCCPSS Program reserves the right to amend and modify the Course Transfer Protocol. When the NCCPSS Program makes any changes, the Program staff will post all changes on the PSS website. The Program staff will notify all Course Owners and Certified Trainers by email of the changes made and when changes become effective.

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

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