

# NCCPSS Certification Application Process



DO I QUALIFY?



COMPLETED TRAININGS?



WHAT DO I NEED?



COMPLETED FORMS?



COMPLETED PACKET?



READY TO MAIL?

1

DO I QUALIFY?

- ✓ I am 18 years or older.
- ✓ I have lived experiences in recovery from a significant mental health or substance use disorder.
- ✓ I am in recovery for at least one year.
- ✓ I have at least a high school diploma or equivalent.

2

DO I HAVE REQUIRED TRAININGS?

- ✓ I have completed the 40 hours NC approved PSS training. Training certificate must be dated within the past 2 years. (Check [pss.unc.edu](http://pss.unc.edu) for trainings)
- ✓ I have completed 20 hours additional training. (Trainings related to mental health or substance use with adults or official transcript from a college showing approved courses)

3

WHAT DO I NEED TO APPLY?

- ✓ Certification Application forms.
- ✓ Training log.
- ✓ NCCPSS Code of Ethics form.
- ✓ Copies of training certificates and/or official transcript.
- ✓ Reference form. (2)
- ✓ Proof of level of education.
- ✓ Check or money order to PSS-BHS for \$20. You can also pay Online.

4

HAVE I COMPLETED THE FORMS?

- ✓ I have filled out the application form.
- ✓ I have filled out the training log.
- ✓ I have signed the NCCPSS Code of Ethics form.
- ✓ I have received the reference letters. (signed across seal of envelope)

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WHAT DO I PUT IN THE PACKET?

- ✓ Completed and signed checklist.
- ✓ Completed and signed application form.
- ✓ Completed and signed training log.
- ✓ Signed NCCPSS code of Ethics form.
- ✓ Proof of level of education.
- ✓ Copies of training certificates or official transcript.
- ✓ Two letters of reference. (signed across the seal of envelope)
- ✓ Signed check or money order to PSS-BHS for \$20.

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READY TO MAIL?

- ✓ Send the application packet to:  
Peer Support Specialist Registry  
BHS / UNC School of Social Work  
325 Pittsboro St. Campus Box #3550  
Chapel Hill, N.C. 27599-3550