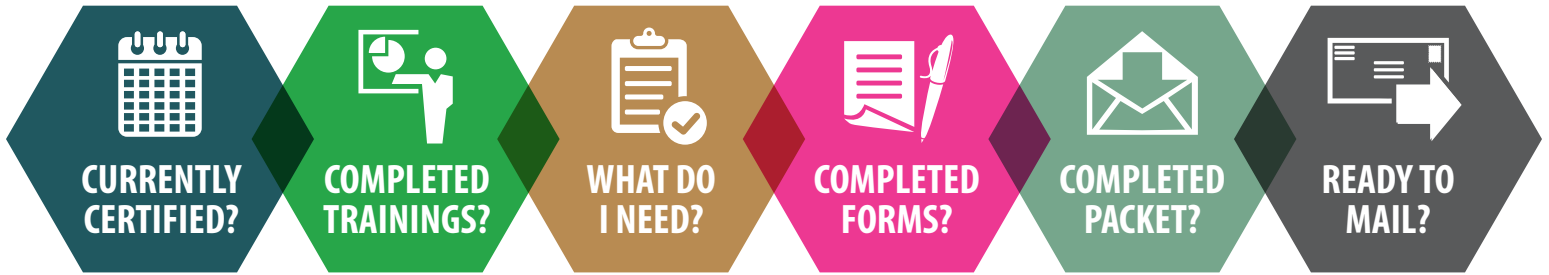


NCCPSS Recertification Application Process



1 AM I CURRENT OR LAPSED?

- ✓ My certificate is current. *(If lapsed please go to the NCCPSS Certification Application Process and follow the steps for first time certification process)*
- ✓ My certificate has 60 – 90 days to expire.
- ✓ I have received/requested a recertification packet

2 DO I HAVE NEEDED TRAININGS?

- ✓ I have completed 20 hours training. *(CEU)(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?

- ✓ Recertification Application forms.
- ✓ NCCPSS Code of Ethics form.
- ✓ Copies of training certificates and/or official transcript.
- ✓ Reference form. (2)
- ✓ Check or money order to PSS-BHS for \$15.

4 HAVE I COMPLETED THE FORMS?

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

5 WHAT DO I PUT IN THE PACKET?

- ✓ Completed and signed checklist.
- ✓ Completed and signed recertification application form.
- ✓ Signed NCCPSS code of Ethics form.
- ✓ 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 \$15.

6 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**