Certification Timeline for Peers and Supervisors

Notes to the user:

- This outline is based on a **<u>one-year</u>** timeline for pursuing NYSDOH AIDS Institute (AI) Peer Certification. **For many peers/consumer workers, however, this timeframe may vary.** Although the 500-hour practicum itself can be completed in 6 months by a peer worker who is working 20 hours per week, it often takes peers longer to complete the other certification requirements. Furthermore, work responsibilities, finances, availability of required training courses, health and family needs, and other factors may all affect the ability of peers and supervisors to complete their respective certification requirements within a year. AI considers any courses taken within the previous 3 years to be valid for meeting certification requirements. **Therefore, consider this outline a general tool for planning purposes, rather than a strict schedule**.

- With some exceptions, which we have noted, the activities for peer certification may often be completed in a different order than listed here, if desired.

- A peer who has completed all requirements and submitted an application for certification is not certified until their application has been reviewed and approved by the AI Peer Certification Review Board, which awards the NYSDOH AI Peer Certification designation. The Review Board meets to review certification applications two to three times per year, often in early winter, spring, and late summer. Completed applications are due two to three weeks prior to the Review Board Meeting. Application deadlines are posted in advance on www.hivtrainingny.org; peers or supervisors who need assistance or wish to confirm an upcoming application deadline may contact the Center for Public Health Education program at 631-444-3208.

Preparation Period:
Before Consumer Worker/Peer is hired or has decided to pursue certification

Item	Person Responsible	Notes	Status/ Action Plan
Become familiar with certification requirements	Peer and Supervisor	Peer Certification FAQ Supervisor FAQ	
Select at least one of the specialization tracks: HIV, Hep-C, Harm Reduction, or PrEP	Peer		
Review peer job description reviewed against core competencies for each track to ensure the role provides sufficient specialized responsibility for the peer to be able to obtain certification in their track	Supervisor	For each certification track, all general competencies and a minimum of 25 Specialized Competencies must be met.	
Contact Benefits Pilot Project to determine how peer's public assistance benefits will be affected by employment	Peer with Supervisor/ Agency HR		
Register for Foundational Training	Peer	Although Foundational Training does not count toward training hours for certification, it does prepare the consumer worker for the practicum process and is strongly recommended. Peers must contact agencies directly to register; this course may not appear on the www.hivtrainingny.org site.	
Create an account on www.hivtrainingny.org	Peer and Supervisor	The account allows peers to register for courses and work on other elements of their application.	

A Project of CAI In Partnership with AMIDA CARE HEALTH. ADVOCACY. CARE.

Quarter 1

Item	Person Responsible	Notes	Status/ Action Plan
Register for the Pre-Certification Training	Peer	Only peer workers actively engaged in certification may take the 3-day Pre-Certification course. To sign up for the 3-day Pre-Certification Course you must call the Peer Certification Academic Center at 631-444-3209. It is preferred, but not required, that the peer take this course as early as possible in the process. The peer can take other courses while waiting for this training to become available.	
Schedule a regular supervisory meeting to check in on certification process, discuss relevance of coursework to job duties, and create a list of upcoming courses to take that would be useful for the consumer worker's role	Peer and Supervisor	This can be separate from other supervisory sessions or held as part of a longer supervision discussion.	
Choose a set of competencies for the peer to master, based on track, job needs, skills, and interest	Peer and Supervisor	These competencies will be rated on the supervisory evaluation at the end of the practicum period. You may identify all 25 competencies at once or select them over time, as long as they will eventually add up to at least 25. These can be changed over time as needed. Consider how often the Supervisory Evaluation will be used to track peer progress in attaining competencies.	

A Project of CAI In Partnership with AMIDA CARE HEALTH. ADVOCACY. CARE.

Certification Timeline for Peers and Supervisors | Page 3 | © 2023 CAI

Quarter 1 Cont'd

Item	Person Responsible	Notes	Status/ Action Plan
Register for and complete Core and Specialized trainings	Peer	Use the Course Tracker Forms for each track as a guide. Specialized trainings should be chosen with the supervisor, with an eye to supporting the peer's job duties as well as their interests. Note that trainings may have similar but different titles than those listed in the Course Tracker forms. To confirm if a course counts toward a certification requirement, contact the Peer Certification Academic Center at 631-444-3209.	
Compete Peer Worker Certification Self-Care Worksheet	Peer	Page 2 ("Area of life: Work") can be reviewed with Supervisor and used a tool for supporting improvement over time.	

Quarter 2

Item	Person Responsible	Notes	Status/ Action Plan
Review certification progress discussions into regular supervision meetings	Peer and Supervisor	Discussions should include courses taken, elements from courses that peer is using in their work, upcoming courses, other professional development needs and goalsining competencies.	
Continue to register for and complete Core and Specialized trainings.	Peer		
Review Code of Ethics (COE) in Supervision	Peer and Supervisor	Agency policy supersedes the COE if the two conflict. As part of the certification requirements, the peer must sign and agree to abide by the COE. Supervisor may choose to support and reinforce the peer's adoption of the COE by discussing 1-3 Codes, and how they related to the peer's role and to agency policy, over several meetings until all have been reviewed.	
Begin application and statement of shared lived experience	Peer and Supervisor	The statement of lived experience can be completed at any point in the process, and can be edited until the application is submitted. It is available as soon as the peer starts the application.	
Complete the Supervisory Evaluation to review successes and map out an action plan for achieving all competencies	Peer and Supervisor	Use the PDF version for convenience. Peers must receive a "Satisfactory" or better on all items on the evaluation to be considered for certification. Completing the evaluation at regular intervals with discussion of concrete actions needed to improve helps to make this an achievable goal.	

Quarter 3

Item	Person Responsible	Notes	Status/ Action Plan
Review certification progress in regular supervision meetings	Peer and Supervisor	Discussions should include courses taken, elements from courses that peer is using in their work, upcoming courses, other professional development needs and goals.	
Continue to register for and complete Core and Specialized trainings	Peer	Note that trainings may have similar but different titles than those listed in the Course Tracker forms. To confirm if a course counts toward a certification requirement, contact the Peer Certification Academic Center at 631-444-3209.31-444-3209.	
Professional Development Discussion	Supervisor with Peer	Have a conversation about how the peer would like to grow as a professional. Are they interested in remaining in their current role? What would it take for them to progress to a different role within the agency (assuming roles are available)? Are they interested in furthering their education by getting a GED and/or attending college? Certified peers are eligible for about a year's worth of college credits at Empire State College. Highlight peers' strengths and plan together for concrete actions they can take to achieve professional goals.	

Quarter 3 Cont'd

Item	Person Responsible	Notes	Status/ Action Plan
Prepare for the exam	Peer	The exam Study Guides provide excellent, extremely thorough preparation.	
Pass exam	Peer	The 30-question exam is available online through the peer's www.hivtrainin-gny.org account. It can be taken at any point in the certification process. Questions are on topics covered in training and on the Code of Ethics. Peers have one hour to complete it and must attain a score of 75% or higher. Peers can retake the exam up to three times per day until they pass.	

Quarter 4

Item	Person Responsible	Notes	Status/ Action Plan
Review certification progress in regular supervision meetings	Peer and Supervisor	Discussions should include courses taken, elements from courses that peer is using in their work, upcoming courses, other professional development needs and goals.	
Continue to register for and complete Core and Specialized trainings	Peer	Use the Course Tracker Forms for each track as a guide. Discussions should include all courses taken and any remaining courses that have not yet been taken.	
Finalize Statement of Lived Experience	Supervisor with Peer	Ensure all questions are answered and that the responses discuss how the peer has used their lived experience in their practicum.	
Finalize the Supervisory Evaluation	Supervisor with Peer	Peers must receive a "Satisfactory" or better on all items on the evalua-tion to be considered for certification. With regular check-ins and use of the evaluation throughout the practicum period, there should be no surprises. Once complete, the supervisor should complete the online version (it must be done in one sitting as there is no "save" function). Supervisor prints it, reviews it with the peer, both sign the printed copy; and then final, the signed copy is scanned and uploaded to the Peer's application.	

A Project of CAI In Partnership with AMIDA CARE | HEALTH. ADVOCACY. CARE.

Quarter 4 Cont'd

Item	Person Responsible	Notes	Status/ Action Plan
Professional Development Discussion	Supervisor with Peer	Check in on peer's goals and action plan for next professional steps. What are peer's plans for after certification?	
Become aware of deadline for application submission	Peer	The Review Board generally meets to review certification applications two to three times per year Completed applications are due two to three weeks prior to the Review Board Meeting. To confirm an upcoming application deadline may contact the Center for Public Health Education program at 631-444-3208.	
Review and upload all application materials	Supervisor with Peer	Review all elements of application, including all certificates for trainings, against the FAQ and the online application. Ensure all elements, except for the Safe Talk/ Living Works START Suicide Prevention Course (see below), are complete and uploaded. This course cannot be taken until every other certification requirement is complete and has been uploaded.	
Apply for and complete Living Works START Suicide Prevention Course	Peer	This course replaces the Safe Talk Suicide Prevention Course. It is the final certification requirement and cannot be taken until every other certification requirement is complete and has been uploaded to the Peer's Certification Application. Review instructions for applying for the course.	

Quarter 4 Cont'd

Item	Person Responsible	Notes	Status/ Action Plan
Complete Application	Peer	Upload Certificate from Living Works START course; double check that all required components have been uploaded, and submit application.	
Await notification from Certification Review Board	Peer	Most applicants are informed of their certification status within 2-3 weeks of the Review Board's meeting. If the application is not approved for certification, you will be told why.	
Celebrate your accomplishment	Peer with Supervisor	Congratulations!	

Post Certification

Item	Person Responsible	Notes	Status/ Action Plan
Professional Development Discussion	Peer with Supervisor	Check in on peer's goals and action plan for next professional steps.	
Plan for Maintaining Certification	Peer with Supervisor	Certified Peers Workers must complete 20 hours of continuing education credits every two years to maintain their certification. Review the Continuing Education Guidance and make a plan for maintaining certification.	

Notes: