



REGISTERED PEER RECOVERY SPECIALISTS (RPRS) APPLICATION INSTRUCTIONS

IMPORTANT NOTICE:

To expedite the processing of your ONLINE application for RPRS, please upload any documentations you are required to provide by using the new documents upload feature in the online application portal. Documents you wish to upload must be uploaded prior to submitting your online application fee.

“Registered peer recovery specialist” means a person who by education and experience is professionally qualified in accordance with 12VAC35-250 to provide collaborative services to assist individuals in achieving sustained recovery from the effects of mental illness, addiction, or both. A registered peer recovery specialist shall provide such services as an employee or independent contractor of DBHDS, a provider licensed by the DBHDS, a practitioner licensed by or holding a permit issued from the Department of Health Professions, or a facility licensed by the Department of Health.

Medicaid policy requires you to hold an active Board of Counseling RPRS registration and a current certification from one of the entities approved by DBHDS in 12VAC35-250-30 in order to be reimbursed for your services.

Prior to **mailing or emailing** the enclosed forms and required supporting documentation to the Board for consideration, we recommend that you review the [Regulations Governing the Registration of Peer Recovery Specialists](#) and the [RPRS - Frequently Asked Questions](#). All fees submitted to the Board are **non-refundable**.

A complete application packet provides the best opportunity to avoid delays in the application review process. You should make every effort to upload or email all the below information to the Board office for consideration. It is preferred that supporting documents be provided to the Board in **pdf file format**. Your application packet is **NOT** considered complete until all applicable supporting documentation has been received by the Virginia Board of Counseling.

CHECK MARK	CHECKLIST OF REQUIRED DOCUMENTATION	SUBMISSION METHODS TO THE BOARD
	1. VERIFICATION OF CERTIFICATION	
<input type="checkbox"/>	<p>You must provide evidence of <u>ONE</u> of the following:</p> <ul style="list-style-type: none"> • Provide a copy of your current Certified Peer Recovery Specialist (CPRS) Certificate issued by the Virginia Certification Board (VCB); or, • Provide a copy of your current Nationally Certified Peer Recovery Support Specialist (NCPRSS) Certificate issued by The Association for Addiction Professionals (NAADC) <u>and</u> a copy of your DBHDS Peer Recovery Specialist Training Certificate; or, • If you hold a current and valid Peer Recovery Specialist certification from a state whose certification process has been accepted by DBHDS, you will need to provide a copy of the letter provided to you from DBHDS stating that your state meets the qualifications for a Registered Peer Recovery Specialist <u>and</u> a copy of your DBHDS Peer Recovery Specialist Training Certificate; or, • If you are certified by the Veterans Administration as a Peer Recovery Specialist, you will need to provide a copy of your current Peer Recovery Specialist Certification <u>and</u> a copy of your DBHDS Peer Recovery Specialist Training Certificate. 	ONLINE
	2. NPDB SELF-QUERY REPORT	
<input type="checkbox"/>	A current report from the U.S. Department of Health and Human Services National Practitioners Data Bank (NPDB) must be included. You may request a self-query at https://www.npdb.hrsa.gov .	ONLINE

	3. VERIFICATION OF LICENSE/CERTIFICATION/REGISTRATION (if applicable)	
<input type="checkbox"/>	If you have ever held or hold a license, certification or registration as a mental health or health professional, whether current or expired, you must submit an online license verification. The online license verification can be printed directly from the licensing jurisdiction’s website. Please note that the verification must indicate if you have any disciplinary actions against your license, certification or registration. If this information is not available online, please contact the licensing jurisdiction directly to obtain a license verification.	ONLINE
	4. PROOF OF NAME CHANGE (if applicable)	
<input type="checkbox"/>	Documentation must be provided to show each name change(s) if your name has ever been legally changed from the time you attended school or were licensed, certified, or registered in other jurisdictions or other than what is listed on your application. Acceptable forms of documentation include a copy of a marriage license, court order or divorce decree.	ONLINE
	5. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS (if applicable)	
<input type="checkbox"/>	If you answer “YES” to any of these questions on your application, please include a detailed explanation and supporting documentation. <i>Please refer to Guidance Document 115-2, available on the Board’s website, for a list of required documentation that will be needed regarding criminal convictions, past actions, or possible impairments.</i>	ONLINE

GENERAL INFORMATION

- Applications are processed in the order received. Please allow adequate processing time for applications. Applications that are complete, fully documented and meet the minimum requirements will be processed within **30 days** of receipt of a **complete** application packet.
- Periodically log into the DHP license application portal at: <https://www.license.dhp.virginia.gov/apply/Login.aspx> to monitor progress of your application and remember “unchecked” items may have been received but are pending review.
- Check your registration status by going to: [License Lookup](#) (*registration information is posted in real time).
- Please notify the Board in writing within 30 days of a name change or address change by completing the **Name/Address Change Form** available on the Board’s website at www.dhp.virginia.gov/counseling/
- An incomplete application for registration will be retained on file for one (1) year. After one year, all incomplete application files will be destroyed as outlined in the Library of Virginia records retention and disposition schedules.
- Providing false or misleading information as well as omitting information in response to information requested in the application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing registration, certification or license.
- Please keep a copy of all documentation submitted to the Board.

Supplemental documentation can be email to the Board at qmhp@dhp.virginia.gov or can be mailed to:

Department of Health Professions
Attn: Board of Counseling/QMHP
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233

End of instructions