APPLICATION FOR NATIONAL CERTIFICATION

Introduction
A Certified Peer Trainer is an individual who has been certified as being competent to train peer assistants (helpers or coaches) and to design and implement peer assistance (helpers) programs.

Certification is based on the quality and extent of experience as a trainer as well as the degree of involvement in effective peer programs.

Three levels of Certification are available: Level I, Peer Helper Trainer; Level II, Advanced Peer Helper Trainer; and Level III, Peer Helper Trainer-Consultant.

Each Level requires demonstration of competency in four areas: knowledge, interpersonal skills, group skills, and program experience. Certified Trainers are listed in the National Registry of Certified Peer Trainers.

Certification Provides:
- Program Standards
- Recognition
- Networking
- Accountability
- Credibility
- Support
- Professional Identity
- Opportunity
- Influence

The following five pages contain the Criteria for each Level of Certification, information about steps and processing, and a page to include your contact details. Applications must be submitted by postal mail and enquiries about certification cannot be made by telephone. Applications are not accepted online, and they must be signed by the applicant.

Mail applications to:
National Peer Certification Panel
1052 Davie Street
Victoria, British Columbia V8S 4E3
Canada
# Standards and Criteria
## National Certification at Level I

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<tr>
<th>Certification Levels</th>
<th>Competency 1</th>
<th>Competency 2</th>
<th>Competency 3</th>
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<tr>
<td><strong>Level I: Peer Helper Trainer Preparation</strong></td>
<td>Understanding and knowledge of relevant research, resources, and issues in peer helping.</td>
<td>Demonstrating, modeling, and facilitating the interpersonal skills trainees are expected to acquire</td>
<td>Managing and structuring group process, including personal growth, task and goal achievement of group participants</td>
<td>Knowledge of and experience in successful peer program development and implementation</td>
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<td><strong>Submit documentation of enrollment in course, workshop, or learning event which focuses exclusively on peer helping (such as a specialized university course; a Peer Resources 3-5 day train-the-trainer workshop NAPPP courses, or other peer trainer workshops, OR submit a copy of a written paper on peer helping.</strong></td>
<td>Submit documentation of course or 30+ hour event in communication skills. Summarize skill strengths and areas in need of improvement; OR provide evidence of teaching effectiveness in this interpersonal area. (Not necessary for persons who have successfully completed a Peer Training course officially designated as Level I.)</td>
<td>Submit documentation of a 30+ hour group skills course; OR submit reference letter from a Level II or III Certified Trainer documenting use of group techniques in working with peers; OR document experience in leading groups with supervision. (Not necessary for persons who have successfully completed an official Level I peer training course.)</td>
<td>Submit a copy of peer program description, describing stages or components of peer program development; AND submit a plan of action to gain further training, engage in networking, seek consultation, and put program ideas into practice. (Not necessary for persons who have successfully completed a peer training course officially designated as Level I.)</td>
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<td><strong>LEVEL II: ACTIVE PEER TRAINER</strong></td>
<td>Submit audiotape, videotape, transcript, presentation outline OR assessment by Level III Trainer to document: 1) ability to present information to various interest groups such as potential peer helpers, administrators, support people or other professionals; 2) ability to link specific program elements to peer helping literature and resources; state program goals and show relations between program elements; and 3) ability to model skills or provide brief demonstration of techniques, including role plays, when making presentation or answering questions about programs.</td>
<td>Submit letter of reference from Level III Trainer; OR a videotape of a training session that demonstrates: 1) the ability to assess skill levels and readiness of each participant in a peer training group; and 2) the ability to model and demonstrate skills in interactions with persons in the training group; OR submit information to document completion of an advanced communication skills course; OR submit evidence of teaching effectiveness in advanced communication skills course; OR successfully complete a Level II Advanced Peer Training course, led by a Level III Trainer.</td>
<td>Provide evidence to support the following: 1) the initiation of a new peer program or the enhancement of an existing program within two years of successful completion of a peer trainer course or workshop; 2) shared or complete responsibility for developing and implementing (including needs assessment, selection, supervision, monitoring, and evaluation) of a peer program; 3) ability to identify and discuss program implementation issues and examples; and 4) completion of peer program evaluation with recommendations.</td>
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## Standards and Criteria

### National Certification at Level III

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<tr>
<th>Certification Levels</th>
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<th>Competency 4</th>
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<tbody>
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<td>Knowledge of and experience in successful peer program development and implementation</td>
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<td><strong>Competency 2</strong></td>
<td>Provide evidence to support: 1) a contribution to the literature on peer helping by publishing articles, training manuals, or videotapes; 2) knowledge of the variety and types of peer resources and practices in the field; 3) ability to integrate research results into consultation process; 4) ability to apply principles of peer helping to a variety of specific situations; and 5) knowledge of consultation and negotiation skills as well as adult learning principles.</td>
<td>Provide evidence, including letter of recommendation from Level III Certified Trainer to document: 1) co-leadership with Level III Certified Trainer of a Level I or Level II Trainer’s course; OR work as a Training Assistant for a peer trainer preparation or advanced training course; AND 2) ability to effectively assess skill levels of participants and provide specific feedback regarding skill levels and options for improvement to each participant.</td>
<td>Provide evidence, including a letter of recommendation from Level III Certified Trainer to document: 1) ability to observe and give feedback to adult training group members; AND 2) ability to read group and determine needs through both formal and informal methods; AND 3) ability to assess skills levels and needs of participants and provide specific feedback regarding group skills to each participant.</td>
<td>Provide evidence to support the following: 1) a minimum of three years experience as a peer program leader/trainer; 2) ability to use adult learning principles in trainer training; AND 3) ability to design training programs to meet specific needs of groups.</td>
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**Level III: Peer Training Consultant**
# Application for National Certification

## Instructions for Submission

**Step One**
Review the Peer Certification Criteria chart and determine the level which most closely fits with your personal and professional experience, training and background. (The National Review Panel will not choose for you, and they will automatically disregard any application that does not specify the certification level under which you wish to be considered.)

**Step Two**
When you have determined the Certification Level for your application, prepare and include a list of the materials and resources you are including to document the criteria associated with that level. You must provide evidence of each of the criteria within the Certification Level. You must specify clearly which piece of pieces of evidence are related to which criteria. Typical evidence may include transcripts, course outlines, program descriptions, tapes, letters of reference, self-assessments, manuscripts or other materials. (The National Review Panel will not guess as to which piece of evidence goes with which criteria and will automatically disregard any application that does not make the appropriate connections.)

**Step Three**
When you have provided all the documented evidence for each of the criteria within the Level for which you are applying, your application is complete. Mail your application to National Certification Review Panel, 1052 Davie Street, Victoria, British Columbia V8S 4E3 Canada. No fee is required for review, processing or certification.

## Processing
Documents submitted are considered confidential and are kept on file by the Review Panel. Video or audio tapes (files) will be returned if requested. A letter confirming receipt of your application package will be sent to you within three days of receipt of your materials. The Review Panel normally meets once a month to consider applications. Persons granted certification will receive a letter and certificate within 30 days following a Review Panel decision. In addition, persons granted certification will have their names published in the online National Registry and included in an issue of the Peer Bulletin.

Persons who are not granted certification will receive an explanation of the Review Panel decision, as well as other details on how to reapply or submit additional material, if appropriate.
APPLICATION FOR NATIONAL CERTIFICATION

(The information on this page must accompany your application.)

1. Contact Details

Name:
Current Job Title:
Current Employer:
Mailing Address:
City
Province/State:
Postal/Zip Code:
Telephone:
Mobile:
Email:

2. Circle the Certification Level For Which You Are Applying:

LEVEL I      LEVEL II      LEVEL III

3. Have you enclosed a list of documents supporting your application?

4. Are there other documents still to be forwarded for review?

5. Have you previously applied for Peer Helper Trainer Certification through the National Review Panel or any other organization?

6. How did you learn about the Certification system?