

Become a Recovery Coach



Objectives of this presentation

- Navigate the application process
- Answer questions about where to find parts of the application
- Get your Provisional Certification
- Become a Certified Recovery Coach

Step One: Create an account with IBADCC

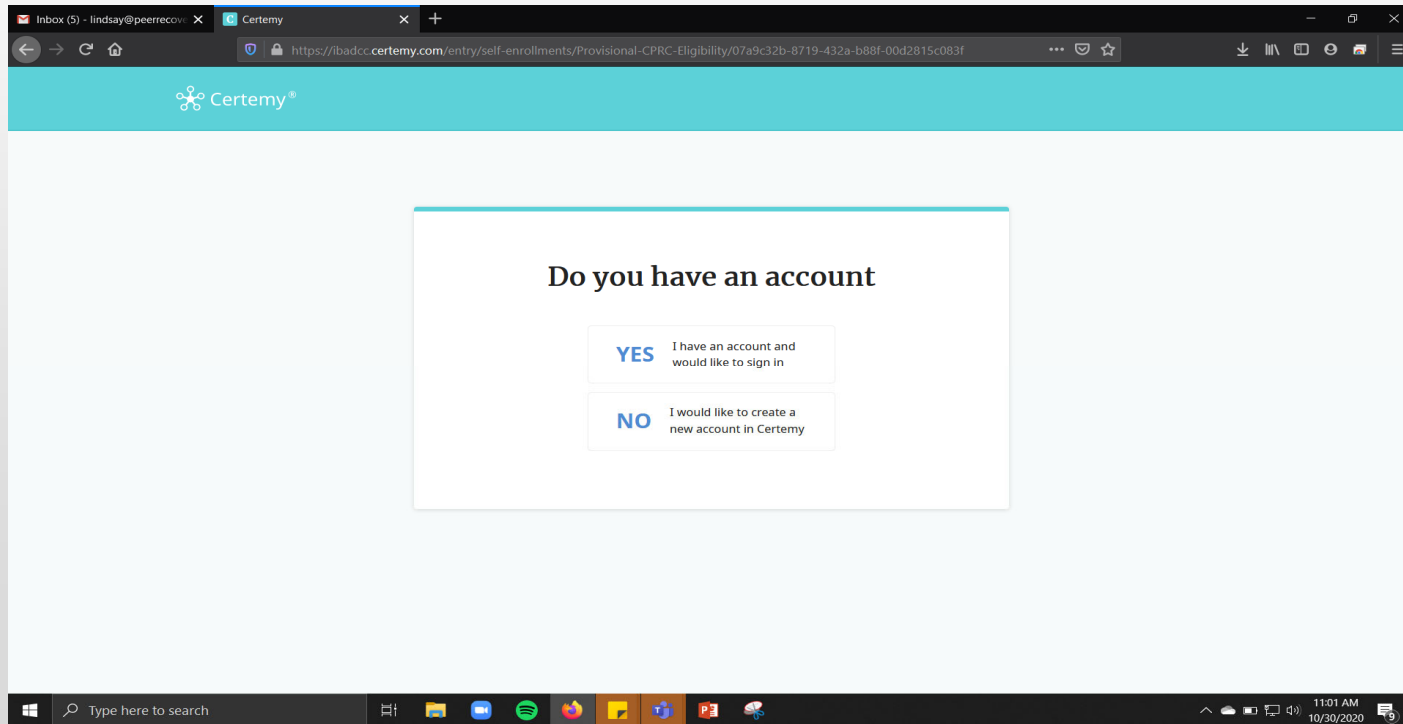
1. Go to www.ibadcc.org
2. Click on certification for a dropdown menu
3. Scroll down to Provisional CPRC
4. Click on P-CPRC Application.

This will take you to a new website called Certemy, which is the online certification site used by IBADCC.



Step One(Cont.): Create an account with IBADCC

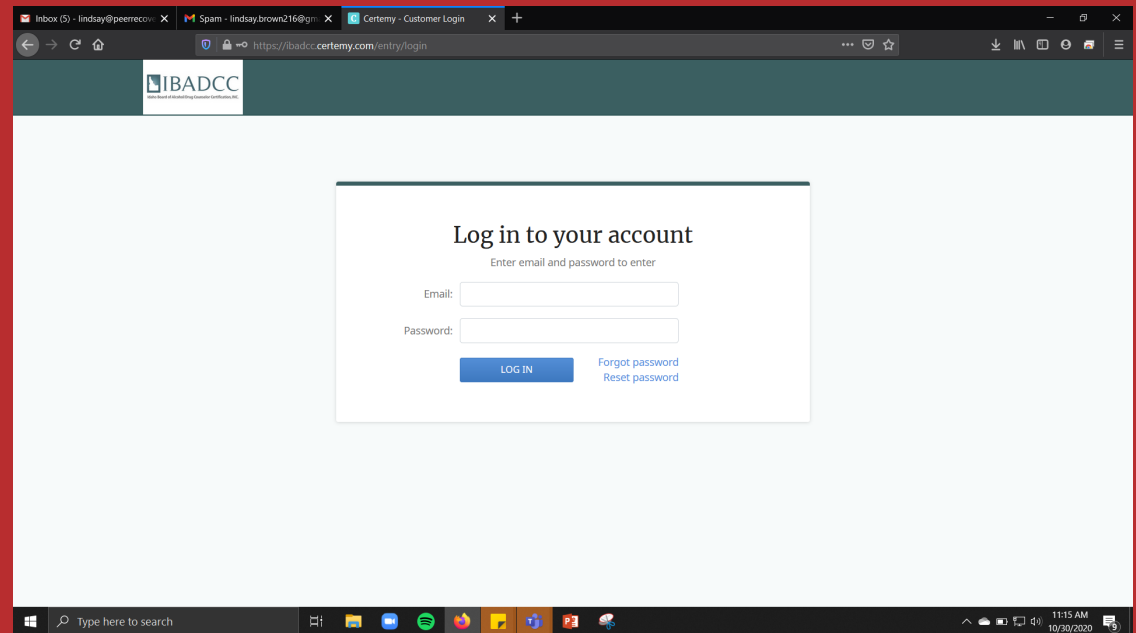
Click NO: I would like to create an account



The screenshot shows a web browser window with the Certemy website. The browser's address bar displays the URL: <https://ibadcc.certemy.com/entry/self-enrollments/Provisional-CPRC-Eligibility/07a9c32b-8719-432a-b88f-00d2815c083f>. The Certemy logo is visible in the top left corner of the page. The main content area features a white box with the heading "Do you have an account". Below this heading are two buttons: a "YES" button with the text "I have an account and would like to sign in" and a "NO" button with the text "I would like to create a new account in Certemy". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

Step One(Cont.): Create an account with IBADCC

- You will then receive an email to complete your registration.
- Make sure to check ALL spam folders if you don't get the email within 10 minutes (mine was hidden in the promotions spam folder of Gmail)
- After you have confirmed your account go back to Certemy (either through IBADCC or directly to ibadcc.certemy.com) and log into your new account.



Step Two: Accepting Your Credentials

****** IF YOUR SCREEN DOES NOT SPECIFICALLY SAY PROVISIONAL CPRC ELIGIBILITY STOP HERE. DO NOT ACCEPT ANY OTHER CREDENTIALS AT THIS TIME.**

If this is not the case you must contact IBADCC at ibadcc@ibadcc.org State the following in your email:

I am working towards credentials in IBADCC for a Provisional CPRC. Can you please manually switch this me.

This is what you want your screen to say

The screenshot displays the IBADCC Certemy portal interface. The top navigation bar includes the IBADCC logo, a search bar, and links for 'My Credentials', 'Digital Wallet', 'Transcripts', 'User Guide', and a user profile for 'Lindsay Brown, Professional at IBADCC'. The main content area is titled 'My Credentials' and features a search bar. Below this, there are two credential entries:

- Provisional CPRC Eligibility [Phase: Eligibility]**
 - IBADCC
 - 11 steps (Progress bar)
 - Acronym: P-CPRC
 - If you have any questions, you may contact the IBADCC office.
 - IBADCC
 - 2095 Daniels Street, Number 963
 - Long Lake, MN...
 - [Show more](#)
 - In Progress
- Provisional CPRC Exam, Experience, and Certification [Phase: Examination]**
 - IBADCC
 - 9 steps (Progress bar)
 - Acronym: CPRC
 - If you have any questions, you may contact the IBADCC office.
 - IBADCC
 - 2095 Daniels Street, Number 963
 - Long Lake, MN...
 - [Show more](#)
 - In Progress

On the right side of the screen, there is a detailed view of the 'Provisional CPRC Eligibility [Phase: Eligibility]' credential. It shows the IBADCC logo, the status 'Accepted', and the acronym 'P-CPRC'. Below this, a progress bar indicates '11 steps'. The steps are listed as follows:

- Application**
 - Dynamic form
 - Incomplete
 - Due: 10/28/2021
 - Please click **Complete Now** to complete the following application form....
- Application Fee**
 - Fees
 - Incomplete
 - Due: 10/28/2021
 - If paying by check, please use the "3rd Party Payment" link below to send us a comment. Please click "Pay Fee" to pay by credit card.
- High School Diploma or GED**
 - Evidence file
 - Incomplete
 - Due: 10/28/2021
 - A minimum of a high school diploma or GED, verified by transcript or diploma...

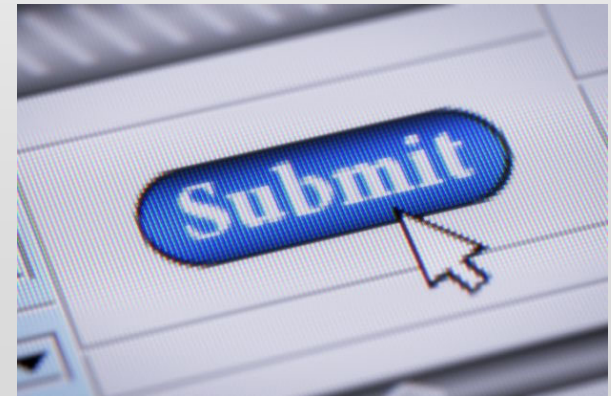
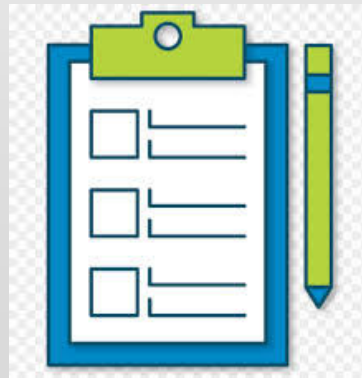
Step Three: Complete Application Process

Things you will need:

1. \$50 application fee on a credit/debit card
2. Minimum of our High School Diploma or GED, verified by diploma or transcripts.
3. Your Recovery Coach Training Certificate of completion.
4. Enhanced background check (cannot be older than 3 years) or waiver of the background check.
5. A professional letter from a colleague or supervisor attesting to your abstinence.

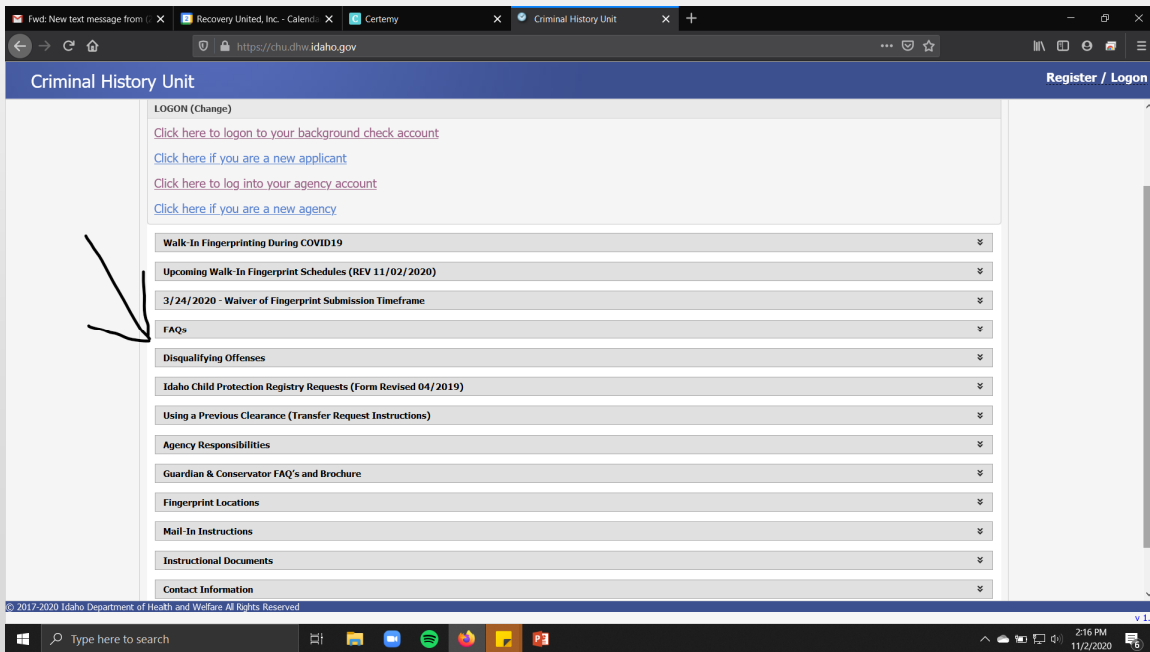
Certemy has made this process pretty simple.

There are steps by step instructions in your portal on how to do this.



ENHANCED BACKGROUND CHECK

This is where things can get confusing. First, if you have any charges you will want to get to the list of disqualifying offenses. ** JUST BECAUSE YOU MAY HAVE A CRIME ON EITHER LIST DOES NOT MEAN YOU CANNOT BE A RECOVERY COACH This is how you will know if you need a waiver or not.**



ENHANCED BACKGROUND CHECK

To get started on your background check you will need to first create an account with the Criminal History Unit. Here are the steps to do so:

- 1.First time user, register as a new applicant to create a username and password. Make note of this, you will use this several times.
- 2.Next, log on with your new username and password.
- 3.Choose Complete Application towards the top of the screen.
- 4.Fill in all required fields. Click NEXT at the bottom of each page to advance to the next screen.
- 5.Once complete, click SUBMIT.
- 6.It will take you to the scheduling tool to make your fingerprint appointment.

***** YOU WILL NEED TO PRINT OUT YOUR APPLICATION TO TAKE WITH YOU TO FINGERPRINTING*****

ENHANCED BACKGROUND CHECK

Depending on your location, you may need to schedule your appointment.

What you will need to bring with you for your background check:

1. A valid form of ID such as driver's license, military ID, state ID or passport.
2. Payment in full. Accepted forms of payment are cash, money order, check, credit/debit card (note a \$1.95 service will be charged on your card) or a letter from your agency authorizing invoicing for background check.
3. If you have already started the application, you will need to bring a printed, signed and notarized copy of the application with you.



Waiver for Enhanced Background Check

- If you know you are going to be unable to pass the enhanced background check (a few slides ago we showed where to check if you have a disqualifying offense) don't panic, there's a waiver for you.
- You will need to go to your appointment for fingerprinting and the background check first so that you can get a copy of the denial letter.
- ****YOU ONLY HAVE 30 DAYS FROM THE DATE YOU RECEIVED YOUR DENIAL LETTER TO COMPLETE THIS STEP SO DON'T WAIT ON THIS****
- ****IF YOU NEED A WAIVER YOU MUST HAVE A POTENTIAL EMPLOYER SIGN THE ORIGINAL WAIVER APPLICATION****
- To receive your waiver, you may want to get supporting documentation from others (a PO, sponsor, clergyman, counselor, etc) that would attest to why they believe you should receive a waiver, however this is not mandatory, but it doesn't hurt either.



Here is where you can find the waiver application

<https://healthandwelfare.idaho.gov/providers/behavioral-health-providers/behavioral-health-service-providers>