



CONNECTICUT COMMUNITY
FOR ADDICTION RECOVERY

Recovery Coach Professional Designation

RCP

APPLICATION

Connecticut Community for Addiction Recovery (CCAR)
75 Charter Oak Avenue, Suite 1-305
Hartford, CT 06106

www.addictionrecoverytraining.org

CCAR's Recovery Coach Professional (RCP) © Copyright 2016

Recovery Coach Professional© – RCP

The CT Community for Addiction Recovery (CCAR) has established a Recovery Coach Professional© designation to elevate the standard for recovery coaches worldwide. Over the years, CCAR has learned that recovery coach certifications focus only on the science. Prospective coaches must accumulate a certain number of training hours, serve a number of hours in the role while being “supervised” and finally the applicant must pass a written test. Does this process adequately answer the question,

"Is this the best way to determine if the applicant has all the necessary skills to serve as an effective recovery coach?"

The **Recovery Coach Professional©** designation is slightly different. CCAR believes deeply in the science too. However, there is more a credentialing body can do to accurately assess an individual's skill. We are bringing back the live interview process. The RCP© designation process still requires 60 hours of training and a resume and/or history of addiction recovery experience. To earn the **Recovery Coach Professional©** designation, the applicant must pass a rigorous, live interview process by a panel of their peers. There is no written test.

CCAR defines a Recovery Coach as anyone interested in promoting recovery by removing barriers and obstacles to recovery by serving as a personal guide and mentor for people seeking or in recovery. In keeping in line with the three tenants of the CCAR Recovery Coach Academy© we feel a **Recovery Coach Professional©** must not only have the skills outlined in our training programs, but must possess the art of Recovery Coaching by demonstrating the ability to:

1. Actively Listening
2. Ask good Questions
3. Manage their own stuff

The Application Process

In order to be qualified to become designated, candidates must complete three stages of the application process.

Step 1: Candidates will have completed the following training programs:

| Course: | Timeframe: | Hours: |
|--|-------------------------------|-----------------------|
| CCAR Recovery Coach Academy© | Within the past two (2) years | 30 Contact Hours/CEUs |
| CCAR Ethical Considerations for Recovery Coaches© | Within the past two (2) years | 16 Contact Hours/CEUs |
| <i>Plus</i> | | |
| Any other CCAR Training Program | Within the past two (2) years | 14 hours/CEUs |
| <i>Or</i> | | |
| Any CCAR Approved Training Program* | Within the past two (2) years | 14 hours/CEUs |

For a total of 60 Hours of Training

Step 2: Candidates will describe their interest through a resume and/or a summary of their addiction recovery experience relevant to Recovery Coaching.

Step 3: Candidates will sit through a phone interview with a panel of CCAR Leadership and RCP© Designees.

All candidates will be notified by email if they have not made it into the next stage of the application process. Reasons why will be outlined, so interested candidates can reapply. Candidates who do not receive certification after completing all 3 stages of the application process will be given the opportunity to reapply six months (6) after their interview date.

*Trainings can be submitted for preapproval to maysa@ccar.us. You must include the training organization, learning objectives and the total hours of contact units in order for the training to be preapproved.

Application – Part 1

Name: _____

Email Address: _____

Phone Number: _____ Cell Phone: _____

City: _____ State: _____ Zip Code: _____

Date Submitted: _____

When performing these functions, the **Recovery Coach Professional**© must commit to and demonstrate consistent adherence to the CCAR RCP© Code of Ethics and Conduct and agree to continue their professional development with ongoing education, training and appropriate supervision. This certification shows that a candidate met certain expectations of what CCAR deems as a **Recovery Coach Professional**©.

CCAR deems a **Recovery Coach Professional**© as being able to demonstrate knowledge of the following concepts through their practice:

- Spectrum of Attitudes (Treating people as objects, resources, or recipients)
- The Roles of the Recovery Coach
- Staying in your Lane
- Stages of Recovery
- Types of Recovery
- Stages of Change
- Power and privilege
- Culture and cultural competence
- Value and liabilities of sharing your story
- What is a crisis and what is not
- Active listening
- Many pathways to recovery
- Motivational interviewing
- Issue of stigma
- Commonalities and difference between spirituality and religion?
- Recovery wellness plan
- Importance of self-care
- Boundaries in the Recovery Coach and Recoveree relationship
- Ethical considerations in recovery coaching

Application – Part 2

Required Forms:

The Application Packet must be original hard copy and signed without any alterations or modifications. Applications packets should be sent to the CCAR office at 75 Charter Oak Avenue, Suite 1-305, Hartford, CT 06106.

Please do not fax any materials. Faxed submissions will not be accepted.

No application packets or training documentation will be returned, so please do not send in originals or sole copies of a training certificate.

Training Documentation:

When documenting training and education for the training requirement, candidates must complete the Training Verification section of the application with all required information completed. Attached to the application form, you must include a copy of all certificates of attendance or transcripts for all training/educational events included in the Training Verification section.

Application Review Process:

In order to have an application reviewed by staff, candidates must pay the filing fee and submit all required application materials prior to the review. Incomplete applications or applications submitted without payment will not be reviewed.

RCP© Application Fee:

Application/Initial Two Year Designation fee \$149 (which includes all examination fees.)

RCP© Designation Annual Renewal fee \$49

Initial certification and renewal fees must be paid prior to processing of any application materials

CCAR Fee Policy: By signing below, I acknowledge the current fees associated with the RCP© Designation and understand that all fees are non-refundable and may change at any time. I understand that I am responsible for all fees associated with the certification process at the time of my initial application. All fees must be paid by check, credit card or money order. No cash payments will be accepted. A returned check fee will be due (\$35.00) for all returned checks and a hold will be placed on my application until the original and return check fees are received by the RCP©. A late fee of \$50 will be charged for all RCP© renewal applications not received within 30 days of the due date.

Signature: _____ Date: _____

Training Verification Form – Step 1:

Please list all your trainings below. Candidates **MUST** include certificates of attendance for all trainings you have listed. Failure to do so will result in your application being denied.

| Training: | Date: | Location: | Trainer(s): |
|---|-------|-----------|-------------|
| CCAR Recovery Coach Academy© | | | |
| CCAR Ethical Considerations for Recovery Coaching © | | | |

Additional Trainings:

These courses should add up to an additional 14 hours of training/CEUs. Certificates must be attached. Preapproval must be given by CART for any training programs that are not part of the CCAR Curriculum.

| Course Name: | Institution: | Date Completed: | Number of Hours/CEUs: |
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I attest that I have attended all of the trainings listed above and have submitted documentation in the way of completion certificates/letters by institutions verifying this information. Any misinformation could result in this application being denied. I give CART permission to contact any of the above training institutions to verify my participation in the courses I have listed above.

Signature: _____ Date: _____

Additional Application Requirements – Step 2:

Candidates may skip this piece if enclosing a resume that demonstrates experience relevant to Recovery Coaching.

Or,

Candidates may include a statement outlining their personal experience (as a person in recovery, family member or ally) with addiction recovery. This could be years in recovery, experience with a specific pathway, dealing with a loved one's addiction, etc. Candidates may wish to include their motivation for wanting to become a CCAR **Recovery Coach Professional (RCP)©**.

Use the space below (add additional paper if necessary.)

My resume is enclosed showing my work history in this field ____Yes ____No

Signature: _____ Date: _____

Code of Ethics and Conduct for Recovery Coach Professional (RCP)©

The purpose of this Code of Ethics and Conduct is to outline the beliefs, values, and practices for those seeking and/or holding the Recovery Coach Professional (RCP)© Designation provided by CCAR. This Code shall serve as a guide for RCPs© by defining professional responsibility and ethical standards for this role.

Recovery Coach Professionals (RCP)© promote recovery by serving as a personal guide and removing barriers to recovery for people seeking or already in recovery. The focus is always on the individual. The goal of the Recovery Coach Professional (RCP)© is to help individuals reach their full potential in recovery. To that end, Recovery Coach Professionals (RCP)© must maintain high standards of ethics and personal conduct.

Serving as a Motivator and Cheerleader, Ally and Confidant, Truth-Teller, Role-Model, Problem-Solver, Resource Broker, Advocate, Community Organizer, Life Style Consultant, Friend and Companion, Recovery Coach Professionals (RCP)© will be skilled at “staying in their lane” and refer individuals to appropriate services as needed.

Recovery Coach Professionals (RCP)© are to work collaboratively with other coaches, find appropriate supports for supervision and continue their own professional development.

A Recovery Coach Professional (RCP)© will have an understanding and demonstrate the following through their service:

- All individuals are unique and have special needs, goals, health attitudes and behaviors and expectations for recovery.
- Persons in recovery from alcohol or drug addiction share some similarities, however, management of their own lives and mastery of their own futures will require different pathways at times.
- All persons should be offered equal access to recovery and have the opportunity to participate in their recovery process.
- All persons are to be treated with dignity and respect.
- All persons deserve the right to privacy and confidentiality regarding their recovery journey.
- An appropriate use of sharing personal stories.
- The focus of the relationships are for the individual being served and not for personal gain.
- As representatives of people in recovery, our actions influence how the community sees the recovery movement.

- Work to advocate for those in our service, especially those who feel they have no voice.
- Respect the cultural diversity of the people we serve.
- Acknowledge our own biases.
- Treat persons in our care as resources.
- Maintain personal recovery, if applicable
- Do no harm.
- Carry hope to individuals, families and communities.
- Improve yourself; Give your best.
- Accurately represent your recovery experience and the role from which you are speaking.
- Keep your promises.
- Focus on the positive – strengths, assets, and possibilities rather than problems and pathology.
- Honor each other's potential.
- Enhance choices and choice making.
- Use resources wisely.
- Always serve as an ambassador for CCAR, and more importantly the recovery community.

Please attest to the following:

I, _____, will abide by and provide Recovery Coaching services that align with the above code of Ethics and Conduct. Failure to do so may result in a suspension and/or termination of my status as a CCAR RCP©.

I am aware that complaints made against me will be reviewed by a committee made up of CCAR Leadership and peers who will determine if further action is necessary. I will have an opportunity at such time to provide evidence to the contrary. If it is deemed that I have acted outside the level of excellence outlined above, I may be subject to suspension, and/or termination. If suspended and/or terminated, I will not be refunded for any part of the fee I paid to be certified.

Signed: _____ Date: _____

Congratulations! Your RCP© Application is Complete.

Keep this last sheet for important information about next steps.

What's Next?

Please submit all paperwork in it's entirety to

CCAR's RCP Designation
75 Charter Oak Avenue, Suite 1-305
Hartford, CT 06106.

Use appropriate postage.

All candidates will be notified that an application has been received via email. Once we receive the application, CCAR will have 30 days to review and verify the information. Candidates will then be notified via email if they have made it to the next step in the application process.

If your application is not accepted, we will send an email detailing our reasons for denying your application, so you can make any necessary changes and reapply in the future. Please note that application fees are not refundable. Those candidates who have to reapply will be provided with a refiling discount, based on the quality of the initial application.

No phone calls please. Inquires can be made to maysha@ccar.us