

**CHAPTER 75-03-43**  
**CERTIFIED PEER SUPPORT SPECIALISTS**

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**75-03-43-01. Definitions.**

For the purposes of this chapter:

1. "Certified peer support specialist I" means a peer support specialist who has been approved by the division as certified in North Dakota as a certified peer support specialist I.
2. "Certified peer support specialist II" means a peer support specialist who has been approved by the division as certified in North Dakota as a certified peer support specialist II.
3. "Department" means the North Dakota department of human services.
4. "Division" means the behavioral health division.
5. "Peer support specialist" means an individual who uses the individual's lived experience and skills learned through formal training to deliver services to promote mind-body recovery and resiliency.
6. "Recovery" means a process of change through which individuals improve the individual's health and wellness, live self-directed lives, and strive to reach the individual's potential.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

**75-03-43-02. Eligibility.**

1. An applicant shall meet the following criteria to be eligible to become a certified peer support specialist I:
  - a. Self-identify as an individual who has personal lived experience and is willing to publicly identify as an individual in recovery from a mental health disorder, substance use disorder, brain injury, or any combination thereof; or a family member who has personal lived experience with an individual with a mental health disorder, substance use disorder, brain injury, or any combination thereof;
  - b. At least eighteen years of age;
  - c. Currently resides or is employed within the state;
  - d. Have a high school diploma, general equivalency diploma, or can demonstrate the ability to read and write at a level proficient for training, documentation, and the type of work peer support will require; and

- e. Successfully complete a division-approved peer support training program.
- 2. An applicant shall meet the following criteria to be eligible to become a certified peer support specialist II:
  - a. Self-identify as an individual who has personal lived experience and is willing to publicly identify as an individual in recovery from a mental health disorder, substance use disorder, traumatic brain injury, or any combination thereof; or a family member who has personal lived experience with an individual with a mental health disorder, substance use disorder, traumatic brain injury, or any combination thereof;
  - b. At least eighteen years of age;
  - c. Currently resides or is employed within the state;
  - d. Have a high school diploma or general equivalency diploma or can demonstrate the ability to read and write at a level proficient for training, documentation, and the type of work peer support will require;
  - e. Successfully complete a division approved peer support training program; and
  - f. Applicant has at least one thousand five hundred direct service hours as a peer support specialist.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

**75-03-43-03. Application for certification of certified peer support specialist I.**

- 1. An applicant shall submit a signed application for certification and all required information and documentation for certification in the form and manner prescribed by the division, along with:
  - a. Proof of successful completion of division-approved peer support training;
  - b. Three letters of recommendation:
    - (1) One personal recommendation;
    - (2) One professional recommendation; and
    - (3) One recommendation that demonstrates the applicant's commitment to the applicant's or family member's recovery process;
  - c. A personal statement that must detail how the applicant will use the individual's lived experience to benefit others through a peer relationship; and
    - (1) The applicant's commitment to the recovery process, including information establishing a continued recovery for a year or longer; or
    - (2) The applicant's commitment to the individual's family member's recovery process, including information establishing a period of recovery support for a year or longer;
  - d. A signed North Dakota certified peer support specialist code of ethics;
  - e. A nonrefundable application fee of fifty dollars; and
  - f. The requirements of section 75-03-43-02.

2. The division shall consider an application for certification complete when it has received all information and documentation required under this section and section 75-03-43-02. The division shall notify an applicant if an application for certification is incomplete. The division may declare an application for certification withdrawn if an applicant fails to submit all required information and documentation within thirty days of the division's notification to the applicant that the application for certification is incomplete.
3. Upon receipt of a completed application for certification, the division shall review and determine an approval or denial of certification based on whether the applicant has submitted information to satisfy the eligibility and application for certification requirements under this section and section 75-03-43-02.
4. An applicant may appeal a decision to deny an application for certification by completing a written appeal with the department within thirty days of the decision. Upon receipt of a timely appeal, an administrative hearing must be governed by the provisions of chapter 75-01-03.
5. Applications for certification and all accompanying materials are subject to the open records requirements of North Dakota Century Code chapter 44-04.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**aw Implemented:** NDCC 50-06-41.1

**75-03-43-04. Application for certification of certified peer support specialist II.**

1. An applicant shall submit a signed application for certification and all required information and documentation for certification in the form and manner prescribed by the division, along with:
  - a. Proof of successful completion of division-approved peer support supervision training;
  - b. Two letters of recommendation:
    - (1) One personal recommendation; and
    - (2) One professional recommendation;
  - c. A personal statement that must detail how the applicant will provide direction, develop competence, skills, and ethical expertise in a collaborative manner with certified peer support specialists I;
  - d. A nonrefundable application fee of fifty dollars; and
  - e. The requirements of section 75-03-43-02.
2. The division shall consider an application for certification complete when it has received all information and documentation required under this section and section 75-03-43-02. The division shall notify an applicant if an application for certification is incomplete. The division may declare an application for certification withdrawn if an applicant fails to submit all required information and documentation within thirty days of the division's notification to the applicant that the application for certification is incomplete.
3. Upon receipt of a completed application for certification, the division will review and determine an approval or denial of certification based on whether the applicant has submitted information to satisfy the eligibility and application for certification requirements under this section and section 75-03-43-02.

4. An applicant may appeal a decision to deny an application for certification by completing a written appeal with the department within thirty days of the decision. Upon receipt of a timely appeal, an administrative hearing must be governed by the provisions of chapter 75-01-03.
5. Applications for certification and all accompanying materials are subject to the open records requirements of North Dakota Century Code chapter 44-04.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

#### **75-03-43-05. Certification.**

1. Certifications are effective when approved by the division and the certificate has been issued to the certified peer support specialist I or II.
2. Certificates are effective for a period of two years.
3. Certificates expire at midnight of the expiration date provided on the certification.
4. A certified peer support specialist I or II shall inform the division of any changes in personal information within sixty days.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

#### **75-03-43-06. Recertification.**

1. To renew a certification, a certified peer support specialist I shall submit an application for recertification, along with all required supporting information and documentation in the form and manner prescribed by the division. Application for recertification will be accepted within ninety days of expiration of current certificate. Information required for recertification includes:
  - a. A personal statement that must include the applicant's experience as a certified peer support specialist I, and how the applicant will continue to use the individual's lived experience to benefit through a peer relationship. The statement must:
    - (1) Demonstrate the applicant's commitment to the recovery process, including information establishing a period of continued recovery for a year or longer; or
    - (2) Demonstrate the applicant's commitment to an individual family member's recovery process;
  - b. A signed North Dakota certified peer support specialist code of ethics;
  - c. Evidence of compliance with section 75-03-43-02; and
  - d. A nonrefundable application fee of fifty dollars.
2. To renew a certification, a certified peer support specialist II shall submit an application for recertification, along with all required supporting information and documentation in the form and manner prescribed by the division. Application for recertification will be accepted within ninety days of expiration of current certificate. Information required for recertification includes:
  - a. A personal statement that must detail the applicant's experience as a peer support specialist II and how the applicant will continue to provide direction, develop competence,

- skills, and ethical expertise in a collaborative manner with certified peer support specialists I;
- b. A signed North Dakota certified peer support specialist code of ethics;
  - c. Evidence of compliance with section 75-03-43-02; and
  - d. A nonrefundable application fee of fifty dollars.
3. If a certified peer support specialist I or II does not submit an application for recertification, the individual shall not be eligible to practice as a certified peer support specialist I or II after the individual's certification has expired. The division may extend the renewal deadline for an applicant who has proof of a hardship as recognized by the division. The decision to deny a request for extension is not an appealable decision.
  4. The division shall consider an application for recertification complete when it has received all information and documentation required under this section and section 75-03-43-02. The division shall notify a certified peer support specialist I or II if an application for recertification is incomplete. The division may declare an application for recertification withdrawn if a certified peer support specialist I or II fails to submit all required information and documentation within thirty days of the division's notification to the certified peer support specialist I or II that the application for recertification is incomplete.
  5. Upon receipt of a completed application for recertification, the division shall review and determine an approval or denial of recertification based on whether the certified peer support specialist I or II has submitted information to satisfy the eligibility and application for recertification requirements under this section and section 75-03-43-02.
  6. A certified peer support specialist I or II may appeal a decision to deny an application for recertification by completing a written appeal with the department within thirty days of the decision. Upon receipt of a timely appeal, an administrative hearing must be governed by the provisions of chapter 75-01-03.
  7. Applications for recertification and all accompanying materials are subject to the open records requirements of North Dakota Century Code chapter 44-04.
  8. If a certified peer support specialist I or II certification lapses, the applicant shall apply for certification under the provisions of section 75-03-43-03.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

#### **75-03-43-07. Continuing education.**

1. Twenty hours of continuing education are required for a two-year certification period. At least two hours of continuing education must be on the topic of peer support specialist ethics. No more than four hours of continuing education can be completed by self-study or distance learning methods unless an exception is granted by the division. If a certified peer support specialist I or II is certified in July or later of a calendar year, the two-year continuing education reporting cycle begins the following year. The division may require evidence that an applicant for recertification has completed continuing education requirements.
2. A certified peer support specialist II shall complete all continuing education requirements as outlined in subsection 1 along with four additional hours of training specific to supervision of peer support specialists.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

**75-03-43-08. Revocation and complaints.**

1. The division may revoke the certification of a peer support specialist based on a determination that it is necessary to protect the welfare, health, and safety of the residents of the state.
2. Formal complaints against a certified peer support specialist may be made to the division. There is no provision for anonymous complaints.
3. A peer support specialist may reapply for certification, pursuant to section 75-03-43-06, no sooner than one hundred eighty days after determination of revocation.
4. A peer support specialist may appeal a decision to revoke a certification by completing a written appeal with the department within thirty days of the decision. Upon receipt of a timely appeal, an administrative hearing must be conducted in the manner provided in chapter 75-01-03.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1

**75-03-43-09. Reciprocity.**

A certified peer support specialist from another state may obtain certification in this state if the department has entered into a reciprocity agreement with the state that issued the individual's certificate.

**History:** Effective July 1, 2020.

**General Authority:** NDCC 50-06-16

**Law Implemented:** NDCC 50-06-41.1