

## What should be included in a Parent Peer Support (PPS) Certification process?

1. Statement of purpose of certification and structure
2. Definition of parent peer support and parent peer support provider
  - a. PPS competencies and roles
3. Scope of activities
  - a. Roles or services provided
  - b. Clear statement that PPS do not diagnose or prescribe medication
4. Code of ethics
5. Eligibility for certification
  - a. Criteria (personal experience as caregiver, qualifications such as age or education, relevant experience in caregiver to caregiver support, training)
  - b. Employment standards (if applicable)
6. Certification
  - a. Requirements
    - i. Statement of lived experience
    - ii. Demonstrate mastery of PPS competencies (competency test, supervisor statement, completion of required trainings)
    - iii. Relevant experience providing caregiver to caregiver support
    - iv. Required training(s)
  - b. Application process and appropriate forms
  - c. Term of certification
7. Certification renewal
  - a. Renewal process and appropriate forms
  - b. ongoing education requirements
  - c. supervision requirements/letter
  - d. deadlines for renewal
8. Changes in certification status
  - a. Active
  - b. Inactive
  - c. Termination
9. Grievance procedure

### Additional components to consider:

- Glossary of terms and acronyms
- FAQ (Frequently Asked Questions)
- Letter(s) of recommendation
- Applicant tools for tracking training and ongoing education
- Program oversight information
- Competency testing requirements and process
- Responsibilities of employing agency
- Employment guidelines