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Governor

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Commissioner



Maine Department of Health and Human Services
Office of Behavioral Health
11 State House Station
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TTY: Dial 711 (Maine Relay)

MEMORANDUM

To: Intentional Peer Support Training Applicants

From: Certified Intentional Peer Support Specialists Training Program (CIPSS)

Re: Application Procedure

Welcome to the growing field of Intentional Peer Support. The Department of Health and Human Services Office of Behavioral Health, has worked for several years with consumers from throughout Maine to create what we believe to be a quality training program.

Enclosed you will find an application to participate in the State of Maine's Intentional Peer Support Specialists Training program. Completion of this training, coupled with a year of co-reflection, continuing education, and the CIPS Skills Assessment Exam will earn you Certification as an Intentional Peer Support Specialist (CIPSS).

You must have participated in and completed the three-hour Peer Support 101 workshop before submitting this application. If you're not certain if you've met that requirement, or have any other questions about completing this application, please contact Kelly Staples, 215-5389 or kelly.staples@maine.gov.

With this application you will also find 3 reference forms. Please have your references fill out the enclosed forms, place in an envelope, seal and sign their name across the seal. When you have all your references and your completed application, please mail in one envelope to:

Kelly Staples
SAMHS
41 Anthony Avenue
SHS #11, DHHS
Augusta, ME 04333-0011

Participation in the CIPSS training program requires a significant dedication of time, energy and resources shared between you, the trainers and the State of Maine. While training is provided at no cost, acceptance into the training program signifies that the State of Maine is making a substantial investment in you and in Maine's future. By applying to this program, you make a commitment that you will participate fully in:

- Pre- training (On-line or a hard copy)
- Eight days of classroom training, including homework
- Completion of an in class multiple choice Course Content Exam

To earn your certification, you will be required to participate in:

- Quarterly Co-Reflection
- Two Continuing Education Classes
- Skills Certification Exam

To maintain certification, you are required to participate annually in:

- Quarterly Co-Reflection
- Two Continuing Education Classes

Preference will be given to applicants who are already working in programs where the certification is required or have offers of employment. However, don't let that prevent you from applying; several slots are available for people not currently working in those programs. A committee of individuals who have previously completed the CIPS training will evaluate applications.

We regret that we will not be able to accept all applicants to this program. Space is limited and we realize this program may not be for everyone. However, there are several other opportunities for learning and practicing Intentional Peer Support. If you are interested in finding out more or have questions about completing this application, please contact Kelly Staples, 215-5389 or kelly.staples@maine.gov.

We look forward to working with you as we explore the growing world of peer support in Maine!

The Department of Health and Human Services ("DHHS") does not discriminate on the basis of disability, race, color, sex, gender, sexual orientation, age, national origin, religious or political belief, ancestry, familial or marital status, genetic information, association, previous assertion of a claim or right, or whistleblower activity, in admission or access to, or the operation of its policies, programs, services, or activities, or in hiring or employment practices. This notice is provided as required by and in accordance with Title II of the Americans with Disabilities Act of 1990 ("ADA"); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 1557 of the Affordable Care Act; the Maine Human Rights Act; Executive Order Regarding State of Maine Contracts for Services; and all other laws and regulations prohibiting such discrimination. Questions, concerns, complaints or requests for additional information regarding the ADA and *hiring or employment practices* may be forwarded to the DHHS ADA/EEO Coordinators at 11 State House Station, Augusta, Maine 04333-0011; 207-287-4289 (V); 207-287-1871(V); or Maine Relay 711 (TTY). Questions, concerns, complaints or requests for additional information regarding the ADA and *programs, services, or activities* may be forwarded to the DHHS ADA/Civil Rights Coordinator, at 11 State House Station, Augusta, Maine 04333-0011; 207-287-5014 (V); Maine Relay 711 (TTY); or ADA-CivilRights.DHHS@maine.gov. Civil rights complaints may also be filed with the U.S. Department of Health and Human Services, Office of Civil Rights, by phone at 800-368-1019 or 800-537-7697 (TDD); by mail to 200 Independence Avenue, SW, Room 509, HHS Building, Washington, D.C. 20201; or electronically at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA/Civil Rights Coordinator.