OhioMHAS 40-hour Online Peer Recovery Supporter (PRS) Training Guidelines and Participation Agreement

Please carefully read all items below. If you are unable to meet the guidelines and participation requirements for online PRS Training, please wait for an available in-person PRS Training.

The OhioMHAS Peer Recovery Supporter (PRS) 40-hour Online Training offers participants the opportunity to learn skills necessary to offer high quality peer support. To attend PRS training and be eligible to apply for PRS Certification in Ohio, you must be personally in recovery from a mental health and/or substance use issue. Having a friend or family member in recovery does ***not*** qualify you to attend PRS training.

OhioMHAS PRS Training facilitators will evaluate each participant and share their observations and concerns with the Ohio Department of Mental Health & Addiction Services (OhioMHAS). To be eligible to apply for certification, you must be recommended by both facilitators to take the PRS Certification Exam.

OhioMHAS PRS Training facilitators may recommend dismissal for a training participant who does not help to create a safe and open training experience for everyone. Participants dismissed from a training may be given a timeframe for which they can retake the training.

To provide a safe open training experience for everyone, I agree to:

- Login on time each day (to include returning from breaks) and not logout early.
- Share my lived experience in an appropriate and respectful way.
- Honor multiple pathways of recovery.
- Value the opinions of others.
- Take turns speaking.
- Interact with others in a respectful way.
- Complete all work assigned by the training facilitators and read the *Ohio Peer Recovery Supporter Training Manual* Modules to be covered before the start of each class.
- Hear and incorporate constructive feedback by training facilitators.

It is important to OhioMHAS and facilitators that we elevate the role of the Peer Recovery Supporter and help individuals practice for your role as a Peer Recovery Supporter in the

work force. You are expected to participate in this training as if you are conducting a **professional telehealth meeting** with an individual you are serving in the Peer Support field.

TECHNOLOGY REQUIREMENTS:

- You must have a strong, working internet connection. Internet connectivity/technological issues will not excuse you from missing training.

- The training must be completed on a laptop or desktop computer with a web camera and microphone. To view all classmates and facilitators and participate actively, you may ***not*** complete the training on a phone or tablet. **Google Chromebooks are not permitted.**

- Each participant must have their own computer (participants cannot share a computer/camera).

- You must be proficient in computer usage and be able to use the online training platform being used for your assigned training without assistance. **If you have not previously used the online training platform, you must familiarize yourself with the program *before the first day of class.***

- You must complete the online training platform registration process and ensure that you are able to login without issues ***before the first day of class.***

- You must login using your **first and last name**. Only participants on the attendance list will be admitted to the classroom.

- ***If you do not have experience using online training platforms (EX: Zoom, GoToMeeting), we strongly suggest that you search for training videos on these platforms (usually available on YouTube)***

This training will have 2 facilitators. The facilitator who is not speaking will be closely monitoring classroom attendance and participation. Individuals not following ***any of the below guidelines*** will receive 2 notices from facilitators (a facilitator will contact you using the chat box). If a facilitator must contact you a 3rd time, you will be dismissed from the virtual classroom, and you will be required to repeat the training (if you intend to apply for certification). Please note that some violations are grounds for immediate dismissal.

ATTENDENCE & PARTICIPATION REQUIREMENTS:

- To be eligible for certification, Ohio Administrative Code requires that you are present for **ALL 40 HOURS OF THE PRS TRAINING.** As with an in-person training, you will be held to firm attendance requirements. If you miss any portion of this training, or if any of the below attendance requirements are not met, you will ***not*** be eligible for PRS certification, and you will be required to repeat **the entire training.**

- **Due to the varying pace and schedules of online PRS trainings, is not possible for you to make up individual training days or modules at a future online training. If you miss training time for any reason, you may only repeat the entire 40 hours of training. You may not work outside of class to make-up missed time.**

- Trainings will begin on time. You must login at least 10 minutes prior to the start of the training.

- You must not log out early.

- You will receive a 1-hour break midway through each day. You must be logged back in and ready for training by the end of the break. You may not return late from breaks.

- During training hours, you must be able to dedicate your time exclusively to the training. If you have prior obligations during any portion of this training, you must select a different training (this includes any type of prescheduled appointment, employment, childcare, etc.). If you are engaged in outside activities, you will not receive credit for attendance.

- This is a live, interactive video training. You must have your video on throughout the entire training (logging in with just audio will not count towards attendance). You must have the camera **centered on your face** (you may not position your camera underneath you, or to the side). You will not receive credit for attendance if you leave multiple times, you are gone for an extended period or you are not visible to the camera.

- All attendees are expected to participate actively during training. Watching the training without participating in activities and discussions will ***not*** count towards attendance.

- Facilitators and participants must be able to hear you clearly on your microphone. You must test your microphone before training. If you cannot be heard clearly using your computer microphone, you will need to use headphones with a microphone.

- You are required to read the ***PARTICIPANT GUIDE*** **(Training Manual)** Modules to be covered before each class. Facilitators will assign the modules to be read at the end of each class. Material from the modules will be discussed during class.

ONLINE GUIDELINES AND ETIQUETTE:

- You must have a quiet, private indoor space to participate in the training (you may not be outside or in a vehicle). If others are in your home, you must be in a room with a door that can be closed. There should be no background distractions during training, including music, television, etc.

- In this training, individuals share their personal lived experience. You may ***not*** have outside individuals present in the same room during training (including family members, children, friends, etc.). **You will be dismissed if an outside individual is present.**

- When you are not speaking, **always mute your microphone**. Even in a quiet room, having your microphone unmuted will cause background disturbance.

- During the training, you will be visible to everyone in the class and the facilitators, both when you are sitting at your computer, and while standing anywhere in the range of your computer's camera. Make sure that you are dressed appropriately, and that there is nothing visible in the room that you are uncomfortable sharing with the class or that could be offensive to others.

- You may ***not*** record (audio or video) or take photos/screenshots during any portion of the training. Recording or photography of any kind ***will result in immediate dismissal.***

- You may not use other electronic devices during class, such as a cell phone or tablet.

QUESTIONS:
The facilitator who is not speaking will be monitoring the chat box. If you have a comment or question about the material being presented, you can type the question for the entire class, or send the message directly to the facilitator who is not speaking. There will also be time for open video discussion.

To contact the OhioMHAS Peer Services Training Team, please e-mail:
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