



RECOVERY UNIVERSITY
By ADVOCACY UNLIMITED, INC.

Advocacy Unlimited, Inc.
114 West Main Street, Suite 105
New Britain, CT 06051
Toll-free in CT: 800-573-6929
Fax: 860-259-5731
www.mindlink.org
Email: info@mindlink.org

Recovery Support Specialist Application Checklist and Instructions

Please check off that you understand each item in the checklist. Only complete applications will be considered.

- Application Form:** Please complete the entire application prior to submitting it to Advocacy Unlimited.
- Fees:** AU is *not* accepting payment prior to acceptance in the class, please see payment schedule below.
- Legal Requirements:** AU will only accept applications that are (i) complete; (ii) use full names and not nicknames or initials; and (iii) are signed as required.
- Legibility:** AU will only accept applications that are typed or handwritten legibly in blue or black ink.
- Letter of Reference:** One letter of reference should be attached to this application.
- Manner of Delivery:** AU will only accept applications delivered during regular business hours (9-5) by US mail, delivery service, or in person.
- Fee Schedule: (Checks or Money Orders can be made out to Advocacy Unlimited)**

All fees are **non-refundable** unless otherwise stated here.

Application Processing Fee (due when you receive your acceptance letter):	\$ 25.00
Recovery University Course Fee:	\$ 100.00
Certification Exam Fee* (due 30 days before the Exam):	\$ <u>75.00</u>
Total:	\$ 200.00

*If an applicant scheduled to take the Certification Exam notifies Advocacy Unlimited in writing at least ten (10) business days before the Exam date that he or she will not be taking the Exam, this fee will be refunded.

****If instructions are not followed correctly, the application will not be considered****

- I certify that I have read the instructions above and have included all specified items from the checklist in my application, Signed: _____

Applicants should follow all instructions and contact our office with any questions.
For any questions about these Instructions or the Application, contact Dr. Karen Kangas at:
1-800-573-6729 (toll free in CT only)

or

kkangas@advocacyunlimited.org



**Recovery Support Specialist
APPLICATION FOR RECOVERY UNIVERSITY AND CERTIFICATION EXAM**

Please read the Application carefully before completing it.

Applicant Information		
Name (Last, First, MI)		Date:
Street Address:		Apt./Unit:
City:	State:	ZIP Code:
Home Phone:	Cell Phone:	E-mail Address
Best time to call:	Can we leave a message?	Are you at least 18 years old?
Do you need any accommodations to fill out the application, take the course or the Certification Exam? (If yes, explain briefly.)		
In order to be certified as a "Recovery Support Specialist," the state of Connecticut requires that you must have had direct, lived experience of receiving mental health services and/or mental health hospitalization over the course of your life and that these experiences have seriously impacted your life and relationships for an extended time.		
Do you meet this requirement? Yes _____ No _____ Please explain.		
Do you have direct, lived experience of addiction or receiving addiction services? Yes _____ No _____ Please explain.		
You must also be willing to use your lived expertise as part of your role as a Recovery Support Specialist.		
Do you meet this requirement? Yes _____ No _____		
Please answer the following questions to the best of your ability. This is not a "test" about right and wrong answers. Your responses will help us get to know you and will assist us in selecting qualified applicants. Write your answers on a separate piece of paper and submit them along with this application. If you handwrite your answers, please make sure they are readable.		
1. Why do you want to become a Recovery Support Specialist?		
2. What makes you a good candidate for the role of a Recovery Support Specialist?		
3. Please provide an example of how you would assist or advocate for a person experiencing extreme mental health and/or addiction issues?		
4. What experiences other than "traditional" mental health services have been important in your recovery journey?		
5. A chief role of a Recovery Support Specialist involves the ability to engage with people. Please describe your ability to connect and engage with people from diverse backgrounds and experiences?		
Letter of Recommendation		
Please note that a letter of recommendation is required to be submitted with your application. It is your responsibility to make sure that we receive the letter of recommendation on time. If no letter is provided then the application will be considered incomplete.		
Name of Recommender: (If applicable, state place of employment and position)		Phone:

Education

Do you have a High School Diploma or GED equivalent ?
 Yes _____ No: _____

Do you have a college or other degree? Please include university or college name and area of concentration.

Have you ever taken any college or university courses or other courses? If yes, please list any relevant courses.

Paid or Volunteer Work Experience

Company:

Phone:

Address:

Job Title:

From:

To:

Responsibilities:

Relevant Skills

Company:

Phone:

Address:

Job Title:

From:

To:

Responsibilities:

Relevant Skills

Please List the training that you have attended that may be relevant to your role as a Recovery Support Specialist.

Training Attended	Topics Covered	Date (s)	Who Provided the Training?

Disclaimer and Signature**Please initial all items below to indicate your understanding of each:**

____ I certify that I have direct lived experience of receiving mental health services and/or mental health hospitalization over the course of my life and that these experiences have seriously impacted my life and relationships for an extended time.

____ I understand that participating in the RU training DOES NOT guarantee me employment or a volunteer position.

____ I understand that it is the responsibility of the agency where I am hired to conduct background checks based on their established criteria. Advocacy Unlimited, Inc. does not perform background checks. Having the RSS certification DOES NOT guarantee employment by an agency.

____ I understand the payment schedule and agree to pay the payments necessary to obtain an RSS certificate.

I understand that any false or misleading information in my application or interview may result in my dismissal from Recovery University and in possible termination of my Certification as a Recovery Support Specialist.

I certify that my answers are true and complete to the best of my knowledge.

Signature:

Date:



Recovery Support Specialist, Peer Delivered Services

Voluntary Equal Opportunity Form

In an effort to ensure that our class is as diverse as possible, we are interested in the following information:

Sexual Orientation:

Heterosexual____ Gay____ Lesbian____ Bi-Sexual____
Transgender____ Queer/Questioning____ Other____

Gender Expression:

Male ____ Female ____ Transgender____ Other: ____

Race/Ethnic Data: Select all that apply.

- Black not of Hispanic origin (persons having origins in any of the black racial groups of Africa) _____
- Hispanic (persons of Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race) _____
- White not of Hispanic origin (persons having origins in any of the original peoples of Europe, North Africa, or the Middle East) _____
- American Indian or Alaskan Native (persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition) _____
- Asian or Pacific Islander (persons having origins in any of the original peoples of the Far East, Southeast Asia the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa) _____
- Other _____

Military Service:

- Are you a veteran, a spouse of a veteran or an unmarried surviving spouse of veteran?
Yes ____ No ____
- If you are a veteran, were you discharged honorably or released under honorable conditions?
 - Yes ____ No ____

Age Group:

18-25____ 26-39____ 40-55____ 56-65____ 66+____