

Question

Answer

Grandparenting Application

Until when will the PCB accept grandparenting applications?

The grandparenting period ends on August 31, 2019. Applications that are postmarked on or by August 31, 2019 will be accepted for review by the PCB.

What if I no longer have a copy of my CPS training certificate from one of the two vendors?

Pennsylvania's two OMHSAS-approved vendors for the 75-hour CPS training (RI Consulting and the Institute for Recovery) maintain records of individuals they have trained. Please contact the vendor through whom you received your training for information about how to obtain a copy of your CPS training certificate.

If I am taking the CPS training now, or if I am planning to complete the CPS training before the August 31, 2019 grandparenting deadline, will I still be eligible to apply for the grandparenting?

Yes. Any CPS that successfully completes Pennsylvania's 75-hour CPS training prior to August 31, 2019 is eligible to submit a CPS grandparenting application to the PCB. Applications that are postmarked on or by August 31, 2019 will be accepted for review by the PCB.

I submitted a grandparenting application to the PCB. How can I check on the status of my application?

Visit www.pacertboard.org and type your last name into the "Credential Search" to find out the status of your application and/or credential.

I submitted my completed grandparenting application to the PCB. How long will it take to get approved?

If an application is approved, the PCB will typically send an individual's certificate within 2-4 weeks of receiving the application.

Is there a minimum amount of work activity required between the date of certification and being 'grandparented'?

No work requirement exists to apply for or maintain certification through the PCB.

Will Civil Service CPSs need to become certified through the PCB?

Yes.

What CPSs need to become certified through the PCB?

Starting August 31, 2019, certification through the PCB will be necessary in order for providers to bill Medicaid for Peer Support Services. After August 31, 2019, all CPSs employed in OMHSAS-licensed PSS agencies or providing PSS as part of an ACT team will be required to be PCB certified to bill Medicaid for services rendered or to receive reimbursement through other state funding streams.

Training & Education

If a CPS' certification through the PCB certification lapses, must the CPS retake the two-week, 75-hour CPS training?

No, it will not be necessary to retake the CPS training in order to renew certification through the PCB, even if a certification has lapsed.

How will continuing education training be tracked?

Employers should continue to keep documentation of completion of required continuing education training in the CPS' personnel file, per DHS-OMHSAS "Provider Handbook for Psychiatric and Partial Hospitalization services, Section VII" requirements. CPSs are also encouraged, but not required, to maintain their own records of completed continuing education training.

For re-certification through the PCB, CPSs must earn 36 hours of continuing education training every two years. For compliance with DHS-OMHSAS Peer Support Services standards, CPSs must earn 18 hours of continuing education training each year. Please clarify.

CPSs are required to earn 18 hours of continuing education training each year, per DHS-OMHSAS PSS Standards-Revised (OMHSAS-16-12). CPSs that fulfill this requirement will have the necessary 36 continuing education hours for PCB recertification every two years.

What are considered acceptable forms of continuing education/ training?

CPSs are required to complete a minimum of 18 hours of continuing education training per calendar year beginning with the first calendar year after the year in which the CPS obtains certification. The 18 hours of continuing education training should include 12 training hours that are specifically focused on peer support or recovery practices, or both.

Can the 36 hours of continuing education training required by the PCB be spread out over two years, or does the individual need to complete 18 hours each year?

In order to renew certification through the PCB, an individual must complete 36 hours CEUs every two years. However, current Peer Support Services guidelines for MA-reimbursable services require that CPS complete a minimum of 18 hours of continuing training each 12-month period.

Will a standard reporting form be provided for completed continuing education trainings?

No. Per OMHSAS "Provider Handbook for Psychiatric and Partial Hospitalization services, Section VII," documentation of completion of required trainings (copies of certificates of attendance for trainings) shall be kept in each individual's personnel file.

If a CPS has not completed 36 hours of continuing education training by the time his or her PCB certification is due for renewal, can the CPS receive an extension of time to complete the necessary training hours so that PCB certification does not lapse?

No. A CPS may not receive an extension to complete the 36 hours required continuing education training per two year period. However, upon completion of the required continuing training hours, a CPS will be able to apply for re-certification through the PCB.

Medicaid Billing

How soon is certification through the PCB necessary for Medicaid Billable Service providers?

Starting August 31, 2019, certification through the PCB will be necessary in order for providers to bill Medicaid for Peer Support Services.

If PCB certification has lapsed, can an agency still employ the CPS in a billable position?

Although an agency may employ a CPS that is not currently certified through the PCB, starting August 31, 2019, certification through the PCB will be necessary in order to bill MA for the Peer Support Services the individual provides.

Code of Ethical Conduct Violations

Who serves on the PCB Disciplinary Board and Ethics Committee?

The PCB's Disciplinary Board and Ethics Committee is comprised entirely of Certified Peer Specialists.

Can a CPS supervisor or administrative professional from within a provider agency contact the PCB to request a change in status for a specific CPS?

No. Only the CPS can request a change of status for him- or herself. Provider agencies may have their own personnel policies and procedures relating to a staff member's absence or needs due to a physical and/ or behavioral health condition.

If the PCB receives a complaint regarding a CPS certified through the PCB, will the PCB alert the individual's employer so that they know their employee is under investigation?

Yes.

If the PCB issues a citation or revokes an individual's PCB certification due to a violation of the CPS Code of Ethical Conduct, is the CPS' current employer informed?

Yes.

How does an individual receiving services from a PCB-credentialed CPS file a complaint to the PCB?

To file an ethics complaint against a certified professional or applicant for certification, visit www.pacertboard.org/ethics and download, complete, and submit the Ethical Complaint Form.

Reciprocity with other states

What is the process for determining reciprocity for individuals that are trained as a CPS in another state, who wish to provide Medicaid-billable Peer Support Services in Pennsylvania?

The process for determining reciprocity will be different for each state and based on that state's standards and requirements. In some cases, a CPS certified in another state and that wants to provide PSS in PA may need to take the PA certification test, or take the full training by one of PA's approved training vendors.

What is the process for determining reciprocity for individuals that are trained and certified as a CPS in Pennsylvania, who wish to provide Medicaid-billable Peer Support Services in another state?

The process for determining reciprocity will be different for each state and based on that state's standards and requirements. In some cases, a CPS certified in PA and that wants to provide PSS in another state may need to take that state's certification test, or take the full training by one of that state's approved training vendors.

PCB Certification Test for CPSs (Relevant only after the Grandparenting period ends on August 31, 2019)

If a CPS' certification lapses after the grandparenting period is over, must the CPS take or re-take the PCB certification test?

No, it will not be necessary to retake the PCB certification test in order to renew certification through the PCB, even if a certification has lapsed.

For individuals that complete the 75-hour CPS training after 8/31/19 and need to take the PCB certification test to become certified as a CPS, what happens if an individual fails this test?

PCB allows for re-testing. Re-test instructions will be sent to anyone who fails the exam. The number of times someone can re-test is unlimited.