PRSS/F-PRSS APPLICATION CHECK LIST

Incomplete applications will not be accepted. To avoid delays in processing, please ensure your application is complete before submitting. Use the checklist to verify that all required documents are included and submit the entire application as one complete packet to *PRSSTeam@odmhsas.org*

☐ ***Application Inventory Form***

- ***Complete Application- See Access Control-Registration-Peer Recovery Support Specialist***
- Found at the end of the online Access Control Application
- ***Please be sure to indicate which type of PRSS you want (General PRSS; Family PRSS; Both (PRSS and FPRSS). Each credential requires a fee***
- Submit, then click the box that appears in the upper left-hand corner and wait for form to auto populate
- Print this form and sign

☐ ***Code of Ethics***

- Print Attachment, complete and sign

☐ ***Verification of Employment***

- Print Attachment, complete and sign

☐ ***Transcript***

- High School, GED, Vocational/College

☐ ***Receipt of Payment***

- Found in Access Control Application
- Click "Pay Bills" button at upper right-hand corner of screen and wait for the receipt to populate
- Print receipt

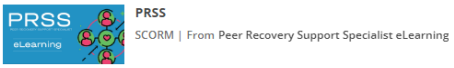
☐ ***Background Check*** chirp.osbi.ok.gov

- The report must be an official OSBI document

- If there is an incident of stolen identity, a Criminal History record Theft number and letter must be submitted with the application
- ***Background checks must be no older than 3 months of application date***
- ***Please indicate under "Professional Misconduct" tab-1st question***

☐ ***PRSS e-Learning Certificate of Completion***

- Register on the Training Institute https://odmhsas.docebosaas.com/learn
- Complete the Peer Recovery Support Specialist eLearning Peer Recovery Support Specialist eLearning - Training Institute



- **Print Certificate of Completion and email with package**