SOAR Recertification Process

OBTAINING AN UPDATED CERTIFICATE OF COMPLETION

The SOAR Recertification Process aims to ensure that case workers who passed the SOAR Online Course more than one year ago but have not yet utilized the SOAR model to assist with SSI/SSDI applications are refreshed on the process. It also offers an opportunity for SOAR practitioners to verify their involvement with and knowledge of SOAR without having to complete the SOAR Online Course multiple times or on a yearly basis.

Overview

Upon successful completion of the SOAR Online Course (Adult or Child Curriculum), the SAMHSA SOAR Technical Assistance (TA) Center issues a *Certificate of Completion*. From the perspective of the TA Center, those who receive a *Certificate of Completion* are *SOAR-trained*. The TA Center does not "certify" SOAR case workers nor require re-training. However, some states have a "SOAR Certification" process that includes additional requirements for active SOAR case workers (e.g., Maryland, Michigan, North Carolina, and Virginia).

When Recertification is Needed

There are some circumstances when a SOAR-trained case worker may need an updated *Certificate of Completion*, or proof of "recertification" from the TA Center. For example:

- A funder or grant application requires proof of training or recertification within the last year.
- A supervisor or SOAR Local/State Lead recommends a refresher for a SOAR-trained case worker who hasn't utilized the SOAR model in over a year.

In these or other instances, the SAMHSA SOAR TA Center can, at its discretion, issue an updated SOAR Online Course *Certificate of Completion* with a current date. Please note that the new certificate will not include CEUs from the National Association of Social Workers (NASW).

Recertification Requirements

SOAR-trained practitioners must have completed all the following steps **within the past year** to receive an updated *Certificate of Completion*:

1. Satisfied any state training or certification requirements, if applicable
2. Entered SOAR-assisted SSI/SSDI application outcomes into OAT
3. Subscribed to the SOAR TA Center list-serv
4. Attended a SOAR Online Course Review Session (Local or National)
5. Attended a Webinar facilitated by the SOAR TA Center

If these requirements are not met, the case worker will need to retake the SOAR Online Course with the alternate case study or curriculum (i.e., Adult or Child).

How to Request an Updated Certificate of Completion

Complete the online request form. Be prepared to provide the below information. All details will be verified by TA Center staff.

- Name
- Email
- Organization/Agency
- State
- SOAR Role
- Reason for the request
- Review Session attendance date
- Webinar attendance date and topic
- ApID number of the outcome entered into OAT in the last year
- Confirmation of list-serv membership

If you have any questions or concerns about this process, please email Kristin Lupfer, SAMHSA SOAR TA Center Project Director.