

Recover Wyoming and the Wyoming Peer Specialist Certification Committee (WPSCC) take potential violations of the Wyoming Peer Specialist Code of Ethics very seriously.

The process for reporting a potential ethical violation is explained below:

Please contact the Certification Manager directly ([lanamahoney@recoverwyoming.org](mailto:lanamahoney@recoverwyoming.org)) if you have questions or need to report a potential ethical violation.

### **Violations of the Code of Ethics**

All Wyoming Peer Specialists must adhere to the Wyoming Certified Peer Specialist Code of Ethical Conduct. The Wyoming Peer Specialist Certification Committee has authority to investigate any potential violation.

The process for investigating a complaint is as follows:

1. The Complainant must submit a written complaint to the Certification Manager. The Complainant must submit evidence regarding the specific breach of the Code of Ethics. Anonymous complaints will not be submitted to the WPSCC.
2. The Certification Manager will submit that written complaint to the WPSCC.
3. The WPSCC will determine whether an investigation is warranted.
4. If an investigation is not warranted, the Complainant will be notified.
5. If an investigation is warranted, a letter requesting an explanation will be sent to the Respondent (person against whom the complaint has been submitted).
6. The Respondent has 30 days within which to respond.
7. The WPSCC will determine their next course of action based on the Respondent's submission (or lack thereof).
8. If the WPSCC determines the Respondent has violated the Code of Ethics or standard of practice, the WPSCC may issue sanctions against the Respondent. Sanctions may include:
  - Suspension of an application or certification for up to two years
  - Permanent revocation of the application or certification
  - Other sanctions deemed appropriate by the WPSCC
9. The Respondent will be notified of the WPSCC's decision within 10 business days of their decision.
10. The Respondent has the right to appeal the WPSCC's decision. To appeal the decision, the Respondent must submit a written notice of appeal to the Wyoming Peer Specialist Certification Committee (WPSCC), within 20 business days of receiving notification of the WPSCC's decision. The written notice shall clearly indicate the Respondent's intent to appeal, reasons for the appeal, and additional information the Respondent believes to be relevant to the case.

- The WPSCC shall consider an appeal at the next regularly scheduled Executive Committee (EC) Board meeting following the receipt of the written notice of appeal. At its discretion, the Executive Committee may schedule an appeal hearing for appellant prior to the review of a written appeal. The EC's review of an appeal shall be the final decision regarding sanctions.