

National Recovery Friendly Workplace Institute's
Certification Application Checklist

Please ensure that all of these materials have been submitted with your completed application. Failure to provide the proper documentation will impact your ability to earn points, and/or become certified. Supporting documentation or notes are required only for the sections that you check off for consideration. This is a reminder that each of the 4 categories must have something checked off to achieve certification. This document does not need to be submitted with your application; this checklist is to aid you in your efforts to submit a complete application for consideration that includes all required supporting documentation. Thank you for your efforts to verify the completeness and accuracy of your application prior to submission.

Culture

- RFW Policy**
 - A written RFW statement or policy is instituted and distributed affirming that: SUDs are treatable health conditions, comparable to cancer or diabetes; SUD recovery is common; Federal law requires health insurance coverage of substance use and mental health disorders to be in parity with coverage of physical health conditions, and the employer asserts its best efforts to comply with this requirement; To the extent permitted by law, the employer strives to create a workplace where it is safe to ask for help and where SUD recovery is supported; and Applicable industry- or sector-specific factors affecting how the employer addresses employee substance use are discussed in the employer's drug-free workplace policy.
 - Submit a copy of the RFW statement or policy.** Title the document "RFW Statement - Business Name".
- Resource Group**
 - Space for recovery-focused meetings is provided, and a recovery-focused employee resource group is recognized and includes a peer recovery support specialist, professional recovery coach, or similar Institute-recognized SUD-related certification.
 - Name of resource group listed on application
 - Participant's SUD-related certification listed on application
- Substance-Free Options**
 - Non-alcoholic beverages are available and publicized for work functions.
 - Submit a copy of a policy or announcement, or a photo of signage at a work function.** Title the document "Substance Free Option - Business Name".
- Highly Placed Ally**

- A senior executive (within two levels of the CEO) is a visible ally for the recovery community.
- Name of senior executive listed on application
- Senior executive's title listed on application
- Link to senior executive's bio or LinkedIn page listed on application
- Charitable Support
 - Significant financial or in-kind support was provided to an external charitable organization or event supporting people in recovery from, or otherwise affected by, SUDs.
 - Name of organization or event listed on the application
 - Month and year of contribution listed on the application
- Other - Culture
 - If the employer has taken other actions to promote a recovery friendly culture and work environment, a description of the actions is listed on the application or is submitted as an attachment with the title "Culture Other - Business Name". Supporting documentation submitted for this category will be considered, but is not required.

Hiring, Retention, & Advancement

- Fair Chance Hiring
 - Individuals with SUD-related criminal records or debt are allowed to compete for job opportunities.
 - Submit a copy of the fair chance hiring policy.** Title the document "Fair Chance Hiring Policy - Business Name".
- Contingent or Return-to-Work Agreement
 - An employee with problematic substance use is offered screening, assessment, and conditional or continued employment under a contingent employment or return-to-work agreement.
 - Submit a blank or redacted copy of the employer's contingent or return-to-work agreement.** Title the document "Return to Work Agreement - Business Name".
- Proactive Recruitment
 - The employer collaborates with third parties to recruit candidates in recovery from, or otherwise affected by, SUD.
 - Description of the recovery friendly recruiting method is listed on the application or is submitted as an attachment with the title "Proactive Recruitment - Business Name".
- Flexible Work

- Reasonable accommodations, such as flexible work options, are provided to employees.
- Submit a copy of the employer’s flexible work policy.** Title the document “Flexible Work Policy - Business Name”.
- Other - Hiring, Retention, & Advancement
 - If the employer has taken other actions to support the hiring, retention, and advancement of persons in recovery a description of the actions is listed on the application, or is submitted as an attachment with the title “Hiring Other - Business Name”.

Benefits

- Credible Medical Guidelines
 - Employee benefits include health insurance coverage of SUDs, including the use of *The ASAM Criteria* to inform placement and continuity of care decisions and coverage appeals, and mental health disorders, including the use of the Level of Care Utilization System for Psychiatric and Addiction Services (LOCUS) to inform placement and continuity of care decisions and coverage appeals.
 - Submit a copy of the relevant portion of the health plan contract or benefit description.** Title the document “Credible Medical Guidelines - Business Name”.
- Reliable Health Insurance
 - The employer verifies, at least annually, through a review of services, benefits utilization analysis, participant satisfaction survey, or other means, that under the employer’s health plan: Covered SUD and mental health treatment is available as directed by the participant’s health care provider without administrative hassles or delays, such as prior authorization and step therapy; SUD and mental health provider network adequacy is consistent with the federal and state network adequacy standards applicable to small business marketplace plans; and Licensed providers who render covered services to plan participants receive timely payments based on market rates.
 - A description of the verification process is listed on the application or is submitted as an attachment with the title “Reliable Health Insurance - Business Name”.
- No-Cost Assistance
 - Employee benefits include access to an SUD recovery-informed service provider, such as an employee assistance program (EAP) or member assistance program (MAP), that provides no-cost aid to employees in recovery from, or otherwise affected by, SUDs.
 - Submit a copy of the relevant portion of the service provider contract or benefit description.** Title the document “No-Cost Assistance - Business Name”.

Other - Benefits

- If the employer provides other recovery friendly benefits, a description of the benefits is listed in the application or is submitted as an attachment with the title “Benefits Other - Business Name”.

Education and Awareness

Employee Awareness

- The employer or recovery program leader communicates with employees during orientation and at least twice annually thereafter about: The employer’s RFW statement or policy; The availability of the SUD recovery-informed service provider, such as an EAP or MAP, to provide no-cost aid to employees in recovery from, or otherwise affected by, SUDs; Workplace recovery support services, recovery-focused employee resource groups, or other resources for employees in recovery from, or otherwise affected by, SUDs; Employee health insurance coverage of substance use and mental health disorder benefits in parity with physical health benefits; and The availability of SUD treatment and recovery support services in communities surrounding the employer’s workplaces or via telehealth.
- If the employer satisfies the Employee Awareness criterion, a description of the method and frequency of communication is listed on the application or is submitted as an attachment with the name “Employee Awareness - Business Name”.

SUD and Recovery Education

- At least 1 human resources staff member has participated in education on: SUDs as treatable health conditions from which personal recovery is common; Overcoming SUD stigma and communicating with compassion and appropriate language; and The rights of employees and obligations of employers under the Americans with Disabilities Act. Additionally, the aforementioned education is recommended for supervisors and available to all employees.
- Title of educational program listed on application
- Name of educational institution or service provider listed on application
- Numbers of HR, supervisory, and other personnel who participated listed on application

Naloxone Access

- Two or more employees in each of the employer’s workplaces are trained annually on overdose prevention and reversal, such training is available to workplace-security personnel, and naloxone is readily accessible at all workplaces.
- Number of U.S. workplaces listed on application

- Number of employees trained in past 12 months listed on application
- Places where naloxone is located listed on application
- Other - Education and Awareness
 - If the employer conducts other recovery friendly education and awareness activities, a description of the activities is listed on the application or is submitted as an attachment with the name “Education and Awareness Other - Business Name”.

The following are filled out on the application by an authorized agent of the employer:

- Signature
- Name
- Title
- Date

The application, and all required supporting documentation, has been sent to the Institute’s certification submission inbox.

- Emailed to certification@rfwinst.org

Upon receipt of your application, the Institute will send the listed contact person an invoice providing instructions for payment. Application fees are listed on the application document. Application materials will not be considered and reviewed until payment is received.

If you have any questions about the application process, please contact certification@rfwinst.org. Again, thank you for taking the time to thoroughly and accurately complete your application. We look forward to reviewing your materials for certification consideration.