

## **Academy of Peer Services Terms of Use**

The New York State Office of Mental Health (OMH) provides funding to offer the course work and certification testing contained in the Academy of Peer Services (APS). Access to the APS imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use upholds the integrity and credibility of the New York State Peer Specialist Certification.

Whether or not you read the following Terms of Use, violation of the following policies can result in suspension or restriction of access to the APS and the potential for a complaint of misconduct in accordance with the [New York Peer Specialist Certification Board Code of Ethical Conduct](#) and/or a complaint filed with the [New York State Office of Professions](#).

### **Acceptable Use Policies**

#### **I. Use of APS Resources**

- a. I will use APS resources provided for online course completion for authorized purposes only.
- b. I will use only legal versions of copyrighted software in compliance with licensing agreements to access and complete courses.
- c. I will honor all copyright and intellectual property guidelines when accessing published materials, conference presentations, videos, websites, and course content.
- d. I will not publish, redistribute, or otherwise reuse any of the aforementioned resources unless I adequately cite or acknowledge the source of the material.

#### **II. Communications**

- a. I will use respectful language in all communications to APS staff and fellow APS learners.
- b. I will complete any necessary documentation in a timely manner if my use of the APS resources is questioned according to the acceptable use policies.

### III. Accounts

- I will create and use only one account. APS policy prohibits the creation of multiple accounts using different names or email addresses to establish those accounts.
  - I will contact APS User Support if I need to change my legal name, address, or email address on the account
  - I will contact APS User Support for assistance to regain access to my account if I forget my username and password.
- I will not seek help from others (peer, professional, trainer, facilitator, family member, or others) to create additional accounts. If someone informs me I need to create a new account because I've changed my name or email address or forgotten my password, I will provide these Terms of Use to educate them about acceptable use of the APS.
- I will not attempt to bypass security protocols to establish an APS account.

Note: Multiple accounts assigned to a single person will be investigated for signs of fraudulent activity and, if found, reported to the Certification Board. In cases where no fraud is found, the additional accounts will be deleted and the learner responsible for maintaining their own certificates of completion.

### IV. Post-Tests

A passing score of 75% is required to receive a certificate of completion for each APS course. The APS learner will have two attempts per term to pass and the test for the 2<sup>nd</sup> attempt will not match the test from the first attempt.

- If a learner does not pass the second attempt with a minimum score of 75%, the learner will not be given a chance to make another attempt during that term but can wait to register for the course and attempt the post-test again in a subsequent term.
- If a learner believes their score on a post-test was incorrectly computed or otherwise has a dispute regarding a test, the learner may request a review of the post-test by an APS Administrator. All requests for review are initiated by contacting the APS User Support team by email at [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)

### V. Course Completion Agreement

In using these APS resources, APS learners and any persons in a helping role

(peers, professionals, employers, trainers, or others who are involved in assisting a learner to complete courses and post-tests) agree to the following:

- a. I will not engage in fraudulent test-taking strategies such as answering test items in a group, printing or photographing tests, or receiving answers to test items from those who have previously successfully completed post-tests.
- b. I will not create, or direct learners to create, multiple accounts to gain additional 'attempts' to pass the post-test.
- c. If I engage in the training and/or preparation of Peer Support Specialists enrolled in APS course work, I will not provide copies of post-tests for test taking purposes.
- d. I will not 'help' people while they answer the online test questions. If someone with a disability requires an accommodation to take the online tests, the APS User Support Specialist can connect the person with APS disability services or provide assistance.

The User Support Staff can be reached by email at [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)

Whether or not you have read these Terms of Use, violations may result in a loss of privileges to use the Academy of Peer Services. Some violations may also be reported as misconduct or fraud in accordance with the [New York Peer Specialist Certification Board Code of Ethical Conduct](#) and/or a complaint filed with the [New York State Office of Professions](#).