



Certification Requirements

Everything you need to prepare and submit to apply for AARR certification · Aligned to NARR Standard 3.0

Use this checklist to get ready before you start your application. The codes in parentheses (e.g., 1a) point to the matching NARR 3.0 standard. You may use the AARR model templates or your own documents — we verify that the topics below are covered.

1. Documents to Prepare & Submit

- ☐ Certificate of incorporation, LLC documents, or business license (2a)
- ☐ Proof of current liability insurance (2b)
- ☐ Owner-permission letter — required for any residence you lease (2c)
- ☐ Policy & Procedure Manual — covering the topics in Section 2
- ☐ Resident Handbook — covering the items in Section 3
- ☐ Staff Manual — covering the items in Section 4
- ☐ Signed AARR Code of Ethics — signed by the owner and all staff (2i)
- ☐ Signed AARR Compliance Agreement — signed by the owner (2j)
- ☐ Community Resource List (22a)
- ☐ Weekly Recovery Activities Schedule (23a)

2. Your Policy & Procedure Manual Must Cover

Organization, Finances & Records

- ☐ Mission statement (1a)
- ☐ Vision statement (1b)
- ☐ Financial obligations — fees disclosed in writing and signed before funds (3a)
- ☐ Refund policy (3c)
- ☐ Resident financial records / accounting practice (3b)
- ☐ Third-party payment disclosure (3d)
- ☐ Resident paid-work policy — if residents are paid (2g)
- ☐ Staff–resident financial boundaries (2h)
- ☐ Data collection & quality improvement (4a)
- ☐ Records security & retention (6a)
- ☐ Confidentiality (6b)
- ☐ Social media & privacy (6c)

Resident Rights & Governance

- ☐ Resident involvement & governance (7a, 7e)
- ☐ Resident-driven length of stay (7d)
- ☐ Removal of personal belongings (5a)

Safety & Health



- ☐ Alcohol & illicit drug-free environment (16a)
- ☐ Prohibited items & search (16b)
- ☐ Drug screening / toxicology (16c)
- ☐ Medication & MAT/MOUD storage & use (16d)
- ☐ Resident health & safety responsibility (16e)
- ☐ Tobacco / smoke-free (18a)
- ☐ Infectious disease & bodily fluids (18b)
- ☐ Emergency & overdose response + posted evacuation map (19)
- ☐ Safety-inspection policy — detectors, extinguishers, drills, first-aid (17c)
- ☐ Home safety / fire-hazard attestation (17a)
- ☐ Local health & safety code compliance attestation (17b)

Recovery Support

- ☐ Priority population (11a)
- ☐ Peer leadership & mentoring criteria (8b, 21c)
- ☐ Recovery planning & exit plan (21a)
- ☐ Community resource directory (22a)
- ☐ Recovery activities & engagement (20)
- ☐ Written weekly recovery activities schedule (23a)
- ☐ Peer support & recovery progress (8a, 8c, 21b)
- ☐ Transition rituals — entry, phase & exit (28d)
- ☐ Community connection & integration (28c, 29a, 29d, 29e)

Good Neighbor

- ☐ Good neighbor — contact & response to concerns (30, 31)
- ☐ Parking courtesy rules (31b)

3. Your Resident Handbook Must Include

- ☐ Resident Agreement — rights, fees, services, goals, relapse, belongings; no waiver of housing rights (5a)
- ☐ Resident Bill of Rights — posted / available (5a, 7c)
- ☐ House Rules & Consequences (7c, 16)
- ☐ Grievance Policy + Grievance Form — including the right to escalate to AARR (7b)
- ☐ Reoccurrence of Use (relapse) Policy & Consent (5a, 16)
- ☐ Discharge Policy & Procedure (5, 7)
- ☐ Release of Information (ROI) Form (6)
- ☐ Emergency Contact Form (19b)
- ☐ Resident Orientation / intake packet (5)

4. Your Staff Manual Must Include

- ☐ Staff job descriptions — duties, credentials / lived experience, connecting residents to resources (12)
- ☐ Staff code of conduct & professional boundaries (9b)



- ☐ Acceptance & verification of staff certifications (10b)
- ☐ Cultural responsiveness & competence (11b)
- ☐ Social-model leadership (10a)
- ☐ Staff supervision & performance development (13a)
- ☐ Staff self-care, wellness & support network (9a, 9c)
- ☐ Staff development plan (10c)

5. Details You'll Provide About Your Residence

- ☐ Organization legal name, EIN, type, mailing address, and primary contact
- ☐ For each residence: name, address, type, bedrooms / bathrooms, bed capacity, responsible person, own or lease
- ☐ Priority population(s) served (11a)
- ☐ Resident fee amount & frequency (3a)
- ☐ How refunds are calculated (3c)
- ☐ How long belongings are held and how unclaimed items are handled (5a)
- ☐ How many years resident records are kept (6a)
- ☐ When and how drug screening occurs (16c)
- ☐ How medications are stored (16d)
- ☐ Whether there is a designated outdoor smoking area (18a)
- ☐ Whether residents are paid for any work (2g)
- ☐ How often recovery / house meetings are held (27e)
- ☐ How your organization responds to an overdose (19)

6. Attestations & Signature

- ☐ You comply with state & federal nondiscrimination requirements (2d)
- ☐ Your marketing & advertising are honest and substantiated (2e)
- ☐ You agree to comply with NARR Standard 3.0
- ☐ You agree to comply with the AARR Compliance Agreement
- ☐ You agree to comply with the AARR Code of Ethics
- ☐ You certify, under penalty of law, that the application is true and complete — with an authorized e-signature