



Upgrade to CRPA Certification Steps (for current CRPA-Ps only) – Process can take up to 4 weeks (not including the exam) –

- 1) Click on the following link (<https://asap.certemy.com/entry/login>) to access the Upgrade to CRPA application using Certemy. If your CRPA-P certification has expired, you will need to follow the instructions to apply for CRPA. The cost will be \$180, since you are no longer eligible for the discounted rate of \$130.
- 2) **Since you are a CRPA-P, you already have an account with Certemy**, please click “Yes” and sign in using the password you created or the temporary password emailed to you by us. Please contact us or Certemy’s technical support at support@certemy.com, if you need your temporary password.
- 3) Once logged in, you will see “Upgrade to CRPA Application” on the left side of the screen. You will need to click “Accept” to confirm that you want to apply to upgrade.
Tip: Notice the small circles below the Upgrade application name. They represent each step that is required to upgrade and are color-coded. Green means complete and white means incomplete.
- 4) Completing the steps (requirements) for each certification is easy. First, select the certification on the left side of your screen. Then click on any of the steps on the right side of your screen to view or complete the corresponding requirement. Steps include: completing/signing all forms, inviting your supervisor to complete the work/role experience form, and paying the \$130 upgrade and exam fees.
Tip: You’ll see the status (complete, partially completed, or incomplete) for each step together with the due date. The system will automatically send you email alerts as you approach the due date for an incomplete step. You can log into Certemy any time to continue updating and maintaining your applications. Each time you log in, you will see how many steps (requirements) you must still complete and when those steps (requirements) are due.
- 5) You will need to electronically invite your supervisor to complete the work/role experience page showing that you have completed the 500 hours in a peer recovery support role, including 25 hours of one-on-one supervision. Instructions on how to email your supervisor are found on the appropriate page in Certemy.
- 6) After you have completed each step, including submitting the \$130 Upgrade and exam fee, your application will be reviewed and approved by two staff members to ensure that it meets the standards for CRPA certification. You will be notified by email if any step (requirement) was not approved by NYCB staff.
- 7) When your application has been approved by NYCB staff, it will be sent to the NYCB Board for final approval.

- 8) Once approved by the Board, and the exam fee has been received, you will be pre-registered by NYCB for the International Credentialing & Reciprocity Consortium (IC&RC) Peer Recovery exam. You will receive instructions directly from IC&RC's testing company (SMT) about how to schedule a time and place to take the exam.
- 9) Once NYCB staff has been notified that you passed the exam, your CRPA certificate will be immediately available within Certemy to print. If you do not pass the exam, there is a mandatory 90-day waiting period before you can re-take the exam. An additional fee of \$80 is required to retake the exam. If you do not show up for the exam, you will also be required to pay the \$80 exam fee again. You must contact NYCB staff after the 90-day waiting period to be pre-registered to take the exam again. The exam can be taken as many times as necessary.
- 10) Your CRPA certification is valid for 3 years. You will receive emails approximately 4 months prior to your expiration date reminding you that it is time to renew. Please see our website for details about the courses that are approved for CRPA renewal and the recertification standards. **We encourage you to take continuing education courses throughout your 3-year certification period.**
<http://www.asapnys.org/ny-certification-board/renewal-program/>

If you have any questions, please contact Elisabeth Kranson at ekranson@asapnys.org or Cathie Gifford at cgifford@asapnys.org.