



## How to Schedule the IC&RC Peer Recovery Exam

**Only individuals who have been certified by ASAP-NYCB as CRPA-Provisional, and have paid the \$80 exam fee, are eligible to schedule and take the exam.**

- On request, ASAP-NYCB will preregister CRPA-Provisionals with the IC&RC testing company, Schroeder Management Technologies (SMT).
- ASAP-NYCB will then send a confirmatory email together with study guides and further instructions. Preregistered candidates have 12 months to schedule and take the exam or they will lose their access and forfeit the fee.
- SMT will immediately email preregistered candidates inviting them to “create an account” and complete the exam registration process.
- Once candidates complete their registration with SMT, they will choose the date and the place to take the computer-based exam. The computer-based exam is held under secure conditions at in-person testing sites only.
- Candidates will know their exam score immediately and IC&RC will notify ASAP-NYCB of the result.
- For candidates who do not pass, there is a mandatory 90-day waiting period before ASAP-NYCB can again preregister someone for the exam. Additionally, there is another exam fee of \$80 due. ASAP-NYCB will set up that extra payment step in Certemy.
- If a candidate doesn’t show up for the exam, the test fee is forfeited and another \$80 must be paid to reschedule and take the exam.

### **Please note:**

A candidate who is certified as a CRPA-Provisional may take and pass the exam before submitting or completing the Upgrade to CRPA application. However, passing the exam does not automatically confer certification as a Certified Recovery Peer Advocate (CRPA).

That is, certification candidates must also complete the required 500 role experience hours (with 25 hours of being supervised) and submit an Upgrade to CRPA application. The upgrade fee is \$50 and must be submitted before the CRPA Upgrade application will be reviewed.

A candidate is professionally certified only when ASAP-New York Certification Board has approved the Upgrade to CRPA application.

### **Exam Fee Payments:**

Candidates have the option of paying exam fees in Certemy as part of either a CRPA-Provisional or and Upgrade to CRPA applications. Or, checks or money orders, made payable to ASAP-NYCB, may be mailed to this address:

ASAP-New York Certification Board  
194 Washington Ave. Suite 300  
Albany, NY 12210-2314