



## The IC&RC Peer Recovery (PR) Exam A Timeline Guide

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### CRPA-Provisional and Upgrade to CRPA Candidates ONLY

#### **Peer Recovery Exam Registration Process:**

- Candidates who have been certified as a CRPA-Provisional and have paid the \$80 exam fee are eligible to take the exam, but must contact NYCB staff to do so. This also applies to candidates who have begun the Upgrade to CRPA application. CRPA-Provisionals should plan to take the exam as soon as possible after certification.
- ASAP-NYCB staff will preregister candidates with Prometric/SMT and send an email with study guides and further instructions. Candidates cannot do this for themselves.
- Once preregistered, candidates will have 12 months to take the exam before both the preregistration window and the exam fee expire.
- Prometric/SMT will contact the candidate by email to “create an account” and register for the exam. This email will be sent the same the same day as preregistration. Please be sure to check your spam or junk email folder.
- Once an account has been created, the candidate can register for the in-person exam. Online Proctoring is now available as an option. Note: there are many requirements necessary to test from home. Read the requirements before choosing online proctoring to ensure that you are able to comply with the requirements. **EXAM FEES WILL NOT BE REFUNDED IF YOU CANNOT COMPLY WITH THE REQUIREMENTS OR HAVE TECHNICAL OR OTHER DIFFICULTIES AT THE TIME OF THE EXAM. Please let us know if you would like to use the online proctoring option.**
- Once a candidate has registered, they will choose the date and the place to take the computer- based exam which is given at a testing center.
- Candidates will be given exam results at the conclusion of the exam.
- Once ASAP-NYCB staff receives exam results, Certemy will be updated. For those Upgrade to CRPA candidates whose application has been approved by the Board and who have passed the exam, a certificate will be generated and can be found in the candidate’s Digital Wallet in Certemy.
- IC&RC policy states that candidates who do not pass the exam must wait 90 days before they can re-take the exam as well as pay another exam fee of \$80. OR, if someone doesn’t show up to take the exam, the test fee is forfeited and another \$80 must be paid to take the exam. These candidates must contact NYCB staff to be preregistered again.

#### **Important!**

- A CRPA-Provisional can take the exam before submitting the application to upgrade to full CRPA certification. However, the CRPA-Provisional will NOT be certified as a CRPA until the required 500 hours (with 25 hours of being supervised) are submitted as part of the current Upgrade to CRPA application and the New York Certification Board has approved the Upgrade to CRPA application.
- CRPA-Provisionals may wait to take the exam until after their Upgrade to CRPA application has been approved by the Board, but must have a passing grade on the exam BEFORE their two-year CRPA-Provisional certification expires.
- Upgrade to CRPA candidates who do not pass the exam before CPRA-Provisional expiration and have not completed the Upgrade application, or do not yet have Board approval, will be assigned the CRPA application and full CRPA application fees. These fees include the \$80 exam and \$100 application fees. To compare, Upgrade to CRPA fees include the \$80 exam fee and a \$50 application fee (a savings of \$50).
- Please note that all fees paid are non-refundable.



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### CRPA (Non-Upgrade) Candidates ONLY

#### **CRPA Requirements:**

- CRPA candidates who pay the \$180 application and exam fees at the time they submit their CRPA application are eligible to take the exam as soon as the Board approves their CRPA application. Once the Board approves the application, ASAP-NYCB staff will preregister them immediately. They will have 12 months to take the exam from the date of preregistration.
- CRPA certification happens only when both of the following conditions have been met: a Board-approved application AND a passing grade on the exam. Candidates must take the exam within a year of submitting an application or the application and exam fees expire.
- CRPA candidates may pay the \$80 exam fee after the Board approves their application, but there will be a delay to get the candidate preregistered until the fee is paid. Candidates must take the exam within a year of submitting an application or the application and fees paid will expire.

#### **Peer Recovery Exam Preregistration and Registration Process:**

- When the candidate has received Board approval and paid the \$80 exam fee, ASAP-NYCB staff will preregister a candidate with Prometric/SMT. Candidates cannot do this for themselves. ASAP-NYCB staff will also send an email with study guides and further instructions.
- Once preregistered, candidates will have 12 months to take the exam before both the preregistration window and the exam fee expires.
- Prometric/SMT will contact the candidate by email to “create an account” and register for the exam. This email will be sent the same the same day as preregistration. Please be sure to check your spam or junk email folder.
- Once an account has been created, the candidate can register for the the candidate can register for the in-person exam. Online Proctoring is now available as an option. Note: there are many requirements necessary to test from home. Read the requirements before choosing online proctoring to ensure that you are able to comply with the requirements. EXAM FEES WILL NOT BE REFUNDED IF YOU CANNOT COMPLY WITH THE REQUIREMENTS OR HAVE TECHNICAL OR OTHER DIFFICULTIES AT THE TIME OF THE EXAM. Please let us know if you would like to use the online proctoring option.
- Once a candidate has registered, they will choose the date and the place to take the computer-based exam which is given at a testing center.
- Candidates will be given exam results at the conclusion of the exam.
- Once ASAP-NYCB staff receives exam results, Certemy will be updated and for those who have passed the exam, a certificate will be generated and can be found in the candidate’s Certemy Digital Wallet.
- IC&RC policy states that candidates who do not pass the exam must wait 90 days before they can re-take the exam as well as pay another exam fee of \$80. OR, if someone doesn’t show up to take the exam, the test fee is forfeited and another \$80 must be paid to take the exam. These candidates must contact ASAP-NYCB Certification Staff to be preregistered again.
- Please note that all fees paid are non-refundable.



## IC&RC Peer Recovery Exam for CRPA Certification Frequently Asked Questions | May 2021

[support@asapnys.org](mailto:support@asapnys.org)

Question	Answer
<b>Where can I sign up for the Peer Recovery (PR) exam?</b>	Only applicants who hold a CRPA-Provisional certification, or have an approved CRPA or Upgrade to CRPA application on file with the NYCB are eligible to take the PR exam. Candidates must be preregistered by NYCB staff before they can sign up for the exam.
<b>How much does the exam cost?</b>	The exam costs \$80 and must be paid in advance of registering.
<b>I have a CRPA-P. Can I take the exam before I finish my 500 hours role experience?</b>	Yes! Current CRPA-Provisionals are eligible to take the exam any time during their 24- month certification period. (CRPA-P is non-renewable and cannot be extended.) Candidates must pay the \$80 fee in advance and email either Elisabeth Kranson ( <a href="mailto:ekranson@asapnys.org">ekranson@asapnys.org</a> ) or Cathie Gifford ( <a href="mailto:cgifford@asapnys.org">cgifford@asapnys.org</a> ) requesting to be preregistered.
<b>I submitted my application for CRPA or Upgrade to CRPA. When can I take the exam?</b>	CRPA or Upgrade to CRPA applicants are automatically preregistered for the exam once their certification application has been approved by the NYCB. Candidates then have up to 1 year to register, schedule and take the exam. The non-refundable exam fee expires after 1 year.
<b>I have paid the \$80 fee. How do I register for the exam?</b>	As soon as they've been preregistered by NYCB, candidates will receive an email from the testing company, SMT/Prometric, with instructions on how to register for a convenient time/place to take the exam. If you did not receive an email from the testing company, please contact Elisabeth Kranson ( <a href="mailto:ekranson@asapnys.org">ekranson@asapnys.org</a> ). (Be sure to check your spam folder!)
<b>Will I receive a CRPA-Provisional certification while I am waiting to take the exam?</b>	No. CRPA-Provisional certification and waiting to take an exam are two separate processes.
<b>Can I take the exam online?</b>	Online Proctoring is now available. There are many special requirements necessary to test from home. Read the requirements before choosing online proctoring to ensure that you are able to comply. <b>EXAM FEES WILL NOT BE REFUNDED IF YOU CANNOT COMPLY WITH THE REQUIREMENTS OR HAVE TECHNICAL OR OTHER DIFFICULTIES AT/DURING THE EXAM.</b> Please let us know if you would like to use the online proctoring option.
<b>Is the exam only available in English?</b>	Yes. The exam is only available in English at this time.
<b>Is there a list of exam sites available to see ahead of registration?</b>	No. Candidates will choose a location to take the exam once they have received the instructions from SMT/Prometric. The system will provide a list of the closest testing center sites to the candidate's zip code. Please note: <i>NYCB staff do not have a list of testing center sites.</i>
<b>Can I take the exam outside of the state of New York?</b>	Yes. The exam is offered nationwide and candidates can take the exam anywhere in the United States. The exam results are recognized nationally.
<b>Will I be certified once I pass the exam?</b>	<ul style="list-style-type: none"> <li>• <b>CRPA-Provisional:</b> No. You must still submit the Upgrade to CRPA application and be approved by the Board before your 24-month certification expires.</li> <li>• <b>Upgrade to CRPA:</b> Yes, if your application has already been approved by the Board.</li> <li>• <b>CRPA:</b> Yes. Only Board-approved CRPA candidates are preregistered for the exam.</li> </ul>
<b>What happens if I fail the exam?</b>	There is a mandatory 90-day waiting period for anyone who fails the exam. Candidates must submit an additional \$80 fee and email NYCB staff asking to be preregistered again.
<b>How many times can someone take the exam?</b>	Candidates can take the exam as many times as necessary, but they must pay the \$80 fee for every attempt.
<b>Will my CRPA-Provisional certification be extended if I fail the exam?</b>	No. Candidates are encouraged to take the exam (and submit the Upgrade to CRPA application) well before their CRPA-P expires.
<b>How can I prepare for the IC&amp;RC Peer Recovery exam?</b>	NYCB will send Candidate Exam Guides when candidates are preregistered. Also: <ul style="list-style-type: none"> <li>• Check out "Peer Recovery" at the IC&amp;RC website at <a href="https://internationalcredentialing.org/">https://internationalcredentialing.org/</a></li> <li>• The ASAP Peer Recovery Exam Prep Workshop is offered online at <a href="https://tinyurl.com/ASAP-exam-prep-online">https://tinyurl.com/ASAP-exam-prep-online</a></li> </ul>

**EXAM PREP ON ZOOM!**

# A Career in the Peer Recovery Profession

*Are you ready for CRPA?*

ASAP Peer Recovery Exam Prep workshop  
co-presented with Recovery Coach University  
online availability - 24/7

Register and create a unique account for future log in at

<https://tinyurl.com/ASAP-exam-prep-online>

Registration Fee: \$10 covers hosting costs

Already registered? Have tech issues? Email: [support@sciolytix.com](mailto:support@sciolytix.com)

Questions? Ruth Riddick, [rriddick@asapnys.org](mailto:rriddick@asapnys.org)



## Want to take the Exam?

Complete  
NYCB-  
approved  
training



Apply to  
NYCB for  
certification



Get  
approved  
by NYCB for  
CPRA



**NOW**

**ACE THE  
EXAM!**

- ✓ You have applied to the New York Certification Board for CRPA (or are currently CRPA-Provisional and preparing your CRPA Upgrade)
- ✓ You have already completed, or are in the process of completing, 500 hours peer advocate role experience in the field (job, volunteer, internship, community work, etc.)
- ✓ You have completed 46 hours of ASAP-NYCB-approved peer recovery training (check with your trainer to confirm training approval status)
- ✓ You have a High School Diploma / equivalent / or higher
- ✓ You are 18 years (or older)
- ✓ You're just interested!

The filmed workshop with Ruth Riddick, Lori Drescher and Lisa Nichols:

- Revisits core concepts from practice-specific education
- Explores individual attitudes and concerns regarding taking the exam
- Demonstrates motivational interviewing skills
- Outlines the purpose and process of the exam
- Implements a real-time sample test
- Recommends options for further study

