



## VSR Certification Steps – Review process can take up to 4 weeks

- 1) Click on the “self-enrollment” link for the VSR application on the NYCB website at <http://www.asapnys.org/ny-certification-board/>.
- 2) Access a Certemy account.
  - *If you are certified by the NYCB, you already have an account with Certemy, so you can click “Yes” when prompted, and sign in using the email address and the password you created. If you cannot access your account, please contact Certemy’s technical support at [support@certemy.com](mailto:support@certemy.com).*
  - *If you have not been certified by the NYCB, then click “no” and follow the prompts to create a Certemy account.*
- 3) Once logged in, you will see the VSR application on the left side of the screen and each of the 8 steps that need to be completed on the right side of the screen.

**Tip:** Notice the small circles below the VSR application name. They represent each step that is required and are color-coded. Green means complete and white or orange means incomplete.
- 4) To begin, click on Step 1, which is the Pre-Qualification step. Read each of the qualifications to determine your eligibility for VSR certification. **Please note that the \$100 application fee is non-refundable even if a candidate is determined to be ineligible for certification.** If you are eligible, complete the remaining steps of the VSR application. Steps include: completing/signing all forms, uploading requested documentation, and paying the \$100 application fee.

**Tip:** You’ll see the status (complete, partially completed, or incomplete) for each step. The system will automatically send you email alerts notifying you of any incomplete steps. You can log into Certemy (<https://nycb.certemy.com/entry/login>), any time to continue updating and maintaining your VSR or other NYCB applications. Each time you log in, you will see how many steps (requirements) you must still complete.
- 5) **Applications are only reviewed after all steps are completed and the \$100 application fee has been paid.** The review process can take up to 4 weeks. All applications are reviewed by two NYCB staff members to ensure that they meet the standards for VSR certification. You will be notified by email if any step (requirement) does not meet the standards set for VSR certification. You have one year to complete any incomplete steps before your application and fee expire.
- 6) When your application has been approved by NYCB staff, it will be sent to the NYCB Board for final approval.
- 7) Once approved by the Board, your VSR certificate will be immediately generated by Certemy, and you will be notified via email. Your certificate will be found in the Digital Wallet of your Certemy account, and 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.

If you have any questions, please contact Elisabeth Kranson at [ekranson@asapnys.org](mailto:ekranson@asapnys.org) or Cathie Gifford at [cgifford@asapnys.org](mailto:cgifford@asapnys.org).