



Role Experience & Supervision Verification

[candidate may duplicate this document for each employer]

PROFESSIONAL:

Candidates for CRPA certification must have:

- 500 hours of volunteer and/or paid work experience specific to the PR domains. Qualifying experience includes peer recovery services performed for individuals and/or families impacted by addiction-related disorders including substance use and misuse and problem/disordered gambling.
- 25 hours mentoring/supervision specific to the PR domains provided by an organization's documented and qualified supervisory staff per job description.

Print or email this document to your supervisor(s). You will complete the top part of page 2, and your supervisor(s) will complete the remainder.

1. Print your name at the top of page 2 and complete the information about where you were giving Peer support (name and address).
2. Give or send a copy of this entire document to your supervisor. If you have more than one supervisor, give or send a copy to each supervisor.
3. Write your initials at the bottom of the page once your supervisor has completed and given back the form. It is your responsibility to ensure that all questions have been answered AND your job description is provided. By writing your initials, it indicates you have read and agreed to the information on the page.
4. Upload a completed copy of page 2 plus any additional page(s) from the supervisor into the Role Experience & Supervision step of your CRPA or Upgrade to CRPA application. We do not need a copy of this page.
5. Make sure all questions have been answered, or the form will be rejected.

SUPERVISOR:

Please complete the Supervisor part of page 2.

ALL SUPERVISOR QUESTIONS MUST BE ANSWERED, AND BOXES INITIALED, OR THE FORM WILL BE RETURNED.

Supervisors are encouraged to review the CRPA KSAs (knowledge, skills and abilities) to determine the activities which meet the role experience requirement for CRPA certification. Please see *NYCB Supervision Guide* here: <https://www.asapnys.org/wp-content/uploads/2025/07/NYCB-supervision-guide-July-2025.pdf>

If you have questions about what Role Experience qualifies for CRPA certification, please contact either Elisabeth Kranson (ekranson@iuany.org) or Cathie Gifford (cgifford@iuany.org).

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Please note: HR sign-off is required only if the direct supervisor cannot complete the form.

NOTE: When you have completed this form, please give or email a PDF version of page 2 and any additional pages to the candidate to upload into their application. Be sure to include a job description.



New York Certification Board – CRPA or Upgrade to CRPA Application

Role Experience & Supervision Verification

Candidate: give this entire document to each supervisor if you have more than one.

Candidate's Name:	
Candidate's Job Title:	

PLEASE PRINT

Employer:					
Address:					
City:		ST:		Zip:	

The information below is to be completed and signed **ONLY** by the candidate's SUPERVISOR or MANAGER, and/or Human Resource Manager if applicable. (Please PRINT CLEARLY and fill in all information)

Supervisor/Manager/HR Name:			
Supervisor Title:			
Email:			
Direct Phone (incl. ext.):			

Supervisor and/or HR Manager: Initial EACH Box

Candidate's Hire Date:		Hours Worked Weekly:		Hours	
If this candidate is no longer providing services at your agency, <u>what date</u> did they leave?:					
How many months and/or years did the candidate work in this position?			<i>paid unpaid both</i>		
TOTAL NUMBER OF HOURS of supervised volunteer or paid work experience specific to the Peer Recovery domains (minimum 500 hours):			Hours		
TOTAL NUMBER OF HOURS mentoring/supervision specific to the PR domains this candidate received in this position an organization's documented and qualified supervisory staff per job description (minimum 25 hours):			Hours		

MANDATORY: Please write a brief job description here, or on a separate page. Or attach an existing agency job description document. [Please save document in PDF format before returning to candidate to upload in their application.](#)

I verify the candidate named above is or was a paid employee or volunteer in my organization and provided peer services to individuals impacted by addiction-related disorders including substance use and misuse and problem/disordered gambling.	
While in this position, did this candidate provide peer recovery support services specific to the Peer Recovery (PR) domains?	(circle one) YES NO
I have provided direct supervision to this candidate specific to the PR domains:	(circle one) YES NO
I am familiar with the CRPA certification standards, upgrade process, and the NYCB Code of Ethical Conduct. <i>If NO, please review the list of resources on page 1.</i>	(circle one) YES NO

Supervisor SIGN HERE: [Signature and Credentials]		Date:	
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CANDIDATE: Initial here when form has been completed and is ready to upload to your application





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ADDITIONAL NOTES for Role Experience & Supervision Verification

Candidate: give this entire document to each supervisor if you have more than one.

Candidate's Name:
(please print)