New CARC Certification Application Steps – Process can take up to 4 weeks. - If you have never applied for CARC certification from the NYCB, please click on the link below, or on NYCB's website, to access the CARC application using Certemy.

1) ***If you already have an account with Certemy*** (you do if you have ever previously applied for another certification from the NYCB), then click "Yes" and sign in using your email address and 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 a temporary password.

2) ***If you are brand new to NYCB***, please click "No" and follow the instructions to set up an account with Certemy, using your email address and a password that you create.

3) Once logged in, you will see "CARC Application" on the left side of the screen. The right side of the screen shows all of the steps necessary to complete the CARC application process.
Tip: Notice the small circles below the CARC certification name. They represent each step that is required to apply for CARC certification 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, submitting training documentation, and paying the $100 application fee.
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 at 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) After you have completed each step, including submitting the $100 application fee, your application will be reviewed and approved by two staff members to ensure that it meets the standards for CARC certification. You will be notified by email if any step (requirement) was not approved by NYCB staff.

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 NYCB, your certificate will be available immediately within Certemy for you to print.

8) The CARC exam has been temporarily suspended, so it is not required at this time.

9) Your CARC certification will be 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 CARC 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/

Click on the following link to access the CARC application using Certemy:
https://app.certemy.com:/entry/self-enrollments/CARC/f47f797b-6790-4a29-822f-8c91642b76f5

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