



New CRPA (non-Upgrades) Certification Steps – Process can take up to 4 weeks (not including the exam) – If you have never applied for CRPA certification from the NYCB, please click on the link below, or on NYCB’s website, to access the CRPA 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 your 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 password that you create.
- 3) Once logged in, you will see “CRPA Application” on the left side of the screen. The right side of the screen shows all of the steps necessary to complete the CRPA application process.
Tip: Notice the small circles below the CRPA application name. They represent each step required to apply for CRPA 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 a copy of your high school diploma or equivalent, inviting your supervisor to complete the role/work experience form, and paying the \$180 application and exam fees.
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) You will need to electronically invite your supervisor to complete the work/role experience page showing that you have completed the 500 hours in a peer recovery support role, including 25 hours of one-on-one supervision. Instructions on how to email your supervisor are found on the appropriate page in Certemy.
- 6) After you have completed each step, including submitting the \$180 application and exam fee, your application will be reviewed and approved by two staff members to ensure that it meets the standards for CRPA certification. You will be notified by email if any step (requirement) was not approved by NYCB staff.
- 7) When your application has been approved by NYCB staff, it will be sent to the NYCB Board for final approval.

- 8) Once approved by the Board, and the exam fee has been received, you will be pre-registered by NYCB for the International Credentialing & Reciprocity Consortium (IC&RC) Peer Recovery exam. You will receive instructions direct from IC&RC's testing company (SMT) about how to schedule a time and place to take the exam.
- 9) Once NYCB staff has been notified that you passed the exam, your CRPA certificate will be available within Certemy to print. If you do not pass the exam, there is a mandatory 90-day waiting period before you can re-take the exam. An additional fee of \$80 is required to re-take the exam. If you do not show up for the exam, you will also be required to pay the \$80 exam fee again. You must contact NYCB staff after the 90-day waiting period to be pre-registered to take the exam again. The exam can be taken as many times as necessary.
- 10) Your CRPA certification 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. Please see our website for details about the courses that are approved for CRPA 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 CRPA application (for non-Upgrades only) using Certemy:

<https://app.certemy.com:/entry/self-enrollments/CRPA/dd49d4d1-1dbc-40b7-a1b9-e34804de6b40>

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