New CRPA-Family (CRPA-F) Certification Steps – Process can take up to 4 weeks. - Click on the link below or on the NYCB website to access the CRPA-Family application using Certemy.

1) *Since you must be a CRPA to apply for CRPA-F, you should already have an account with Certemy, please click "Yes" and sign in using the password you created or the temporary password emailed to you. Please contact us or Certemy's technical support at support@certemy.com if you need a temporary password.*

2) Once logged in, you will see "CRPA-Family Application" on the left side of the screen. The right side of the screen shows all of the steps necessary to complete the CRPA-F application process.
Tip: Notice the small circles below the CRPA-F certification name. They represent each step that is required for apply for CRPA-F certification and are color-coded. Green means complete and white means incomplete.

3) Please note that you MUST meet the CRPA-F definition of a "peer." (Defined as a parent, or primary caregiver, of a youth (21 years or younger at onset of family exposure to youth's substance use disorder) who has participated in, or navigated, the substance use disorder services system.) Please note: This specific definition of lived experience is unique to the CRPA-Family role.

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, submitting the Written Description of Qualified Lived Experience, 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 CRPA-F 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) Your CRPA-F certification is valid for 3 years, as long as you maintain your CRPA certification. 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-F renewal and the recertification standards. http://www.asapnys.org/ny-certification-board/renewal-program/

Click on the following link to access the CRPA-F application using Certemy:
https://app.certemy.com:/entry/self-enrollments/CRPA-F/aec03f12-ccab-4e33-88e6-d5738138d08b

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