Upgrade to CRPA Process (for current CRPA-Provisionals only) – Completing the Application and Taking the IC&RC Peer Recovery (PR) Exam

A. Submit an Upgrade to CRPA application using Certemy, at least 45 days prior to your CRPA-Provisional expiration date. **The CRPA-Provisional is not eligible for extension or renewal.** If your CRPA-Provisional certification has expired, see* below.

B. Access your Certemy account using this link: https://nycb.certemy.com/entry/login. Your email address will be your User ID. If you do not know your password, you can use the 'reset password' feature or email support@certemy.com for assistance.

C. Complete all steps of the Upgrade to CRPA application in Certemy. **Applications will not be reviewed until all steps are completed and payment is received.** Steps include:
- Updating contact information and signing all requested forms.
- Electronically inviting your supervisor to complete the Role/Work Experience Form. **Only candidates' supervisors are allowed to complete this form.**
- Submitting payment of the $50 Upgrade fee and $80 exam fee (unless previously submitted).

D. Successfully pass the IC&RC Peer Recovery (PR) Exam.
- An Upgrade to CRPA candidate is automatically preregistered to take the exam after their application has been approved by the Board. Please note: candidates are also eligible to take the exam at any time before their CRPA-Provisional certification expires. Candidates who wish to take the exam before they have completed 500 hours role experience, or before their Upgrade application has been approved, must first confirm payment of the $80 exam fee and email NYCB staff to be preregistered. Only NYCB staff have the authority to preregister exam candidates.
- Once preregistered, candidates will receive an email directly from SMT/Prometric with instructions on how to register for an in-person exam. It is the candidate's responsibility to schedule the exam before their CRPA-Provisional expires. CRPA-Provisional certifications cannot be extended for candidates who are waiting to take the exam, or who do not pass the exam.
- Exam fees are valid for one year beginning on the day a candidate is preregistered. Exams must be completed before the testing window expires, or the testing fee will expire, and have to be paid again.
- Candidates who do not pass the exam will have to wait a mandatory 90 days, and pay an additional $80 fee, before they are eligible to retake the exam. There is no limit to the number of attempts at the PR exam.

*If your CRPA-Provisional certification has expired, you will need to follow the instructions to apply for CRPA instead of Upgrade to CRPA and the fees will be $180. **The CRPA-Provisional is not eligible for extension or renewal.**