Upgrade to CRPA Certification Steps (for current CRPA-Provisionals only) – Review process can take up to 4 weeks (not including the exam) –

1) Click on the "self-enrollment" link on the NYCB website for the Upgrade to CRPA application (if you do not already have one in your account). If your CRPA-Provisional certification has expired, you will need to follow the instructions to apply for CRPA. The cost will be $180, since you are no longer eligible for the discounted rate of $130.

2) ***Since you are a CRPA-Provisional, you already have an account with Certemy.*** 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.

3) Once logged in, you will see "Upgrade to CRPA Application" on the left side of the screen. You **may** need to click "Accept" to confirm that you want to apply to upgrade, and then click "Proceed into Certemy".
Tip: Notice the small circles below the Upgrade application name. They represent each step that is required to upgrade and are color-coded. Green means complete and white/orange means incomplete.

4) Completing the application steps (requirements) is easy. First, select the Upgrade application 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, inviting your supervisor to complete the work/role experience form, and paying the $130 upgrade 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 notifying you of any incomplete steps. You can log into Certemy (https://nycb.certemy.com/entry/login), 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.

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.
   a. Click on the Role Experience step of the Upgrade to CRPA application
   b. Click on the "Invite Supervisor" button at the bottom of the form
   c. Scroll to the top of the form to type your supervisor's name and email address (do not type in your own name or email address or the step will be rejected
   d. Scroll back to the bottom of the form to click "Send invitation"
   e. You are able to invite multiple supervisors by repeating the steps above for each person

6) **Applications are only reviewed after all steps are completed and the $100 application fee has been paid.** The review process can take up to 4 weeks. All applications are reviewed by two staff members to ensure that they meet the standards for CRPA certification. You will be notified by email if any step (requirement) was meet the standard for CRPA certification. You have one year to complete any incomplete steps before your application and fee expire.

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 staff for the International Credentialing & Reciprocity Consortium (IC&RC) Peer Recovery exam. You will receive instructions directly from SMT/Prometric about how to schedule a time and place to take the exam. Please contact NYCB staff if you have not received the email from SMT/Prometric.

9) Once NYCB staff has been notified that you passed the exam, your CRPA certificate will be immediately available in the Digital Wallet in your Certemy account to download and print. You will be notified via email that your certificate is available.

10) 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 retake 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.

11) 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/

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