



CRPA-Provisional (CRPA-P) Certification Steps – Process can take up to 4 weeks

Click on the link below, or on the ASAP-NYCB website, to access the CRPA-P application in Certemy.

- 1) **If you already have an account with Certemy** (you do if you have ever previously applied for another certification from ASAP-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. You will be asked to set up your account with your email address and password.
- 3) Once logged in, you will see “CRPA-Provisional Application” on the left side of the screen. The right side of the screen shows all of the steps necessary to complete the CRPA-P application process.

Tip: Notice the small circles below the CRPA-P application name. They represent each step that is required to apply for CRPA-P 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, and paying the \$100 application fee (\$180 if you would like to take the exam as soon as you are certified).

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 appropriate fees, your application will be reviewed and approved by two Certification Staff members to ensure that it meets the standards for CRPA-P certification. You will be notified by email if any step (requirement) was not approved by ASAP-NYCB staff.
- 6) When application has been approved by our Certification Staff, it will be sent to the ASAP-NYCB Board for final approval.
- 7) Once approved by the ASAP-NYCB, your certificate will be available immediately within your Certemy account for you to print. We will also notify you by email.
- 8) Your CRPA-Provisional certification is valid for 2 years (24 months). As soon as possible within that timeframe, Upgrade to CRPA to maintain your status as a CRPA and be Medicaid-billable. You must complete the upgrade process before your expiration date which includes: submitting verification of 500 hours of work experience in the peer advocate role, 25 hours of being supervised, and passing the IC&RC Peer Recovery exam. Hours must be submitted by your supervisor. Instructions on how to submit hours can be found in the Upgrade to CRPA application in Certemy. The fee to upgrade is \$50 and the fee for the exam is \$80. You are eligible to take the exam as soon as you are CRPA-P certified. Please see our website for detailed instructions about how to upgrade to CRPA. <http://www.asapnys.org/ny-certification-board/crpa-upgrade/>

Click on the following link to access the CRPA-Provisional application in Certemy:

<https://tinyurl.com/CRPA-P-application>

Questions:

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