



CARC Renewal Process – as of 11/1/2022

Thank you for your interest in renewing your certification. Completed renewal applications are due 45 days before expiration of the current certification, or a late fee will be charged.

Step 1 - Complete 18 hours of Approved Renewal Training

Continuing Education training includes 3 hours of Peer Ethics. Please note that CARC renewal applicants are not required to complete additional MSR training.

- **Any renewal training taken after 1/1/2021 MUST be ASAP-NYCB approved, or it will NOT be accepted for renewal.**
- Find the 4 lists of approved training and professional development opportunities on the renewal website (<https://www.asapnys.org/renewal-program/>). These lists are updated every month as new opportunities are approved and added. You can mix and match any trainings from these 4 lists to gain the 18 hours required for CARC renewal. **Please observe any restrictions noted on the lists.**
- Sign up for trainer-led trainings by contacting the trainers or going to the Friends of Recovery NY website at <https://for-ny.org/upcoming-trainings/>. **Please make sure that any training you sign up for is found in our lists or it will not be accepted for renewal purposes.**
- Computer-based trainings can be accessed using the links provided on each list. **Please note that there is a maximum number of trainings that can be submitted from any one individual computer-based training provider.**

Step 2 - Submit a Renewal Application

When you have completed the required training, you are ready to submit your renewal application using our online application processing platform, Certemy. All current and previously certified professionals have a Certemy account. A CARC Renewal application should already be in your Certemy account. If not, please contact us.

Certemy instructions:

- Log into your Certemy account using the following link: <https://nycb.certemy.com/entry/login>. Certemy works with many certification boards and this link is just for the New York Certification Board.
- Complete each step of the application:
 - 1) Complete/update demographic information.
 - 2) Upload all renewal training certificates. You will need to list the name of the trainer (Activity Sponsor) and name of the training (Activity Title) for each certificate. You can also scan all of your certificates into one document and list the total number of hours. Activity Title and Activity Sponsor name would then be “various”.
 - 3) Submit payment. The cost to renew is \$100. Renewal applications received within 45 days of the expiration date are subject to a \$25 late fee. **Please note that payments are non-refundable and expire 1 year after submission, if the candidate does not complete the renewal process.**

Frequently Asked Questions:

- ***What training do I need to renew my certification?***
 - 18 hours of ASAP-NYCB approved continuing education are required for CARC renewal, including 3 hours of Peer Ethics. Please see information above on Step 1. NYCB staff cannot recommend specific training.

- ***I've never accessed my Certemy account before and don't have a password. What should I do?***
 - If you have never accessed your Certemy account before, or have any trouble accessing your Certemy account, please contact support@certemy.com for assistance. Do NOT create a new account in Certemy.

- ***Why do all of the steps still say "pending"?***
 - The approval process can take up to 4 weeks from receipt of a completed application. We do not review incomplete applications or applications without payment. Steps will show as "pending approval" until they are approved or rejected by NYCB. If a training is rejected, you will be emailed an explanation.

- ***Where can I find my certificate?***
 - Once a renewal application has been approved, your new certificate will immediately be available in the Digital Wallet of your Certemy account, under the "Certificates" tab. Click on the 3 vertical dots on the right side of the screen by the file name until they turn from gray to blue to access the download option.

- ***When I try to input the number of hours of a training, the system defaults to 15 hours or 3 hours for Peer Ethics? What should I do?***
 - You have an outdated version of the CARC Renewal application in your Certemy account; please contact Elisabeth Kranson (ekranson@asapnys.org) or Cathie Gifford (cgifford@asapnys.org) for assistance.

- ***When does my certification expire?***
 - In order to confirm your renewal date, please [click here](#) to look up your name in the ASAP-NYCB Professional Registry.

- ***What if my CARC certification has expired?***
 - If your certification has been expired for less than a year, then you can still renew following the standard procedure, except late fees will apply (\$25 for first 6 months and \$50 after 6 months but less than a year).
 - If your certification has been expired for more than a year, please see the reinstatement requirements at <https://www.asapnys.org/renewal-program/>

Other Questions?

Elisabeth Kranson, Director of Certification, at ekranson@asapnys.org or
Cathie Gifford, Program Associate, at cgifford@asapnys.org