



**New CRPA-Youth (CRPA-Y) Certification Steps – Our review process can take up to 4 weeks after submitting a completed application. Incomplete applications are not reviewed.**

- 1) Go to the ASAP-NYCB website to find the self-enrollment links for each of our applications on the right side of the homepage screen. Scroll down until you find the unique link for the CRPA-Youth application. When you click the link, you will be directed to log into your existing Certemy account. ***Since you must be a CRPA to apply for CRPA-Youth, you already have an account with Certemy, please click “Yes” and sign in using your email address and the password you created. Please contact us or Certemy’s technical support at [support@certemy.com](mailto:support@certemy.com) if you need assistance.***
- 2) Once logged in, you will see your CRPA-Youth Application name on the left side of the screen. To begin completing the application, click on the application name. The right side of the screen will now show each of the steps necessary to complete the CRPA-Youth application. You can click on any of the steps on the right side to view or complete the corresponding requirement. Steps include: completing/signing all forms, submitting training documentation, and paying the \$103 application fee. ***Completed steps will say “completed” or “pending verification” until approved or rejected by NYCB staff.***
- 3) Please note that you MUST meet the CRPA-Youth definition of a "peer." (Defined as between the ages of 18-30 at the time of application AND have been impacted or affected by substance use disorder and/or be in recovery from substance use disorder). This specific definition of lived experience is unique to the CRPA-Youth role.
- 4) After you have completed each step, including submitting the \$103 application fee, your application will be reviewed and approved by two staff members to ensure that it meets the standards for CRPA-Youth certification. ***You will be notified by email if any step (requirement) was not approved by NYCB staff.***
- 5) When your application has been approved by NYCB staff, it will be sent to the Board for final approval.
- 6) Once approved by the NYCB, your certificate will be available immediately in the Digital Wallet of your Certemy account for you to download and/or print. We will also send you an email notifying you of your new certification.
- 7) Your CRPA-Youth certification is valid for 3 years, as long as you maintain your CRPA certification. You will receive emails approximately 6 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-Youth renewal and the recertification standards. <http://www.asapnys.org/ny-certification-board/renewal-program/>

If you have any questions, please contact Elisabeth Kranson at [ekranson@asapnys.org](mailto:ekranson@asapnys.org) or Cathie Gifford at [cgifford@asapnys.org](mailto:cgifford@asapnys.org).