



## New CJSR Certification Steps – Review Process can take up to 4 weeks –

- 1) Go to the NYCB website (<https://www.asapnys.org/apply-here/>) and click on the self-enrollment link for the CJSR application to be directed to Certemy. Certemy will ask if you have an existing account:
  - a. ***If you already have an account with Certemy*** (you do if you have ever previously applied for another certification from the NYCB), then click “Yes” and sign in using your email address and the password you created. Please contact Certemy’s technical support at [support@certemy.com](mailto:support@certemy.com), if you need assistance. *Please do not create a new account.*
  - b. ***If you are brand new to NYCB***, please click “No” and follow the instructions to set up an account with Certemy, using your email address and password that you create. *Please use a personal email address, rather than your work email address.*
- 2) Once logged in, you will see “CJSR Application” on the left side of the screen. If you click on it, the steps necessary to complete the CJSR application will appear on the right-side of the screen.  
**Tip:** Notice the small circles below the CJSR application name. They represent each step required to apply for CJSR certification and are color-coded. Green means complete and white/orange means incomplete.
- 3) CJSR application steps include: completing/signing all forms, uploading training documentation and a copy of your high school diploma or equivalent, inviting your supervisor to complete the role/work experience form, and paying the application fee.  
**Tip:** You’ll see the status (complete, partially completed, pending verification, or incomplete) for each step. You can log into Certemy at any time to continue updating your application(s). **Applications will not be reviewed until all steps are complete. Incomplete applications expire after one year.**
- 4) You will need to electronically invite your supervisor to complete the Role Experience form to attest that you have at least six months experience providing, directly or as part of a team, peer-related services to justice-involved individuals. Emailed invitations are sent by entering a supervisor’s email address on the right-side of the screen where prompted. Multiple supervisors can be invited to complete forms, if necessary to meet the 6-month requirement. **Applicants cannot complete their own Role Experience Form. If you enter your own email address in the is section, the form will be rejected.**
- 5) After you have completed each step, including submitting the application fee, your application will be reviewed and approved by two staff members to ensure that it meets the standards for CJSR certification. You will be notified by email if any step (requirement) was not approved by NYCB staff. The status of each step will show as “Pending approval” until approved by NYCB staff.
- 6) When your application has been approved by NYCB staff, it will be sent to the NYCB Board for final approval. Once your application is approved by the Board, you will be notified via email. CJSR certificates are valid for 3 years.

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