



New PSP Certification Steps – Process can take up to 4 weeks (not including the exam) –

- 1) Go to the NYCB website (<https://www.asapnys.org/apply-here/>) and click on the self-enrollment link for the PSP 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, 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 “PSP Application” on the left side of the screen. If you click on it, the steps necessary to complete the PSP application will appear on the right side of the screen.

Tip: Notice the small circles below the PSP application name. They represent each step required to apply for PSP certification and are color-coded. Green means complete and white/orange means incomplete.
- 3) PSP application steps include: reading/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 and exam fees.

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). Each time you log in, you will see how many steps (requirements) you must still complete. **Applications will not be reviewed until all steps are complete and 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 1-year/12 months of experience as a supervisor, six months of which must involve supervising Peer Professionals or being part of a service team that includes peers. 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 1-year/12 months 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 \$255 application and exam fee, your application will be reviewed and approved by two staff members to ensure that it meets the standards for PSP 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.

- 7) Once approved by the Board, you will be pre-registered by NYCB staff for Peer Supervision Professional exam. You will receive instructions direct from Meazure Learning about how to schedule your exam, either at a proctored testing site or at home.

If you do not pass the exam, there is a mandatory 30-day waiting period before you can re-take the exam. Applicants are required to pay the exam fee (\$125) for each attempt at the exam. If you do not show up for the exam, you will also be required to pay the exam fee again. You must contact NYCB staff after the 30-day waiting period to be pre-registered to take the exam again. The exam can be taken as many times as necessary.

- 8) Once NYCB staff has been notified that you passed the exam, your PSP certificate will be available within Certemy to download and/or print. Your PSP certification will be valid for 3 years.

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