



### **New CRPA (non-Upgrades) Certification Steps – Process can take up to 4 weeks (not including the exam) –**

- 1) Install a CRPA (non-upgrade) application by clicking the “self-enrollment” link on the NYCB website (<https://www.asapnys.org/apply-here/>) for the CRPA (non-upgrade) application. You will 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 previously applied for another certification from the NYCB), then click “Yes” and sign in using your email address and the password you created. If you need assistance logging into your existing Certemy account, please contact support@certemy.com. ***Please do not create a new account, even if your email address has changed.***
  - b. ***If you are brand new to NYCB***, please click “No” and follow the instructions to set up an account with Certemy, using your personal email address and a password that you create.
- 2) Once logged in, you will see “CRPA Application” on the left side of the screen and the steps to be completed on the right-side of the screen. If you have multiple applications in your Certemy account, you will need to click the CRPA title on the left side of the screen, to access the required steps on the right side of the screen. **Complete all steps of the CRPA application in Certemy, since applications will not be reviewed until all steps are completed and payment is received. Incomplete applications and fees expire after one year.**
- 3) CRPA application steps include:
  - Add your contact information and read/sign all requested forms.
  - Upload a copy of your high school diploma or equivalent.
  - Upload copies of your training completion certificates showing you have 50 hours of approved training. Certificates must have a NYCB-approved badge to be accepted for certification.
  - Download a copy of the Role Experience & Supervision Verification form from the Upgrade to CRPA application in Certemy.
  - Give or email a copy of the Role Experience & Supervision (RE&S) form to your supervisor. If you have more than one supervisor, please give each supervisor a copy to complete. All questions must be answered, or the form will be returned. The form(s) must show that you have at least 500 hours providing peer recovery support to individuals in recovery from substance use disorder, specific to the IC&RC Peer Recovery domains AND have received at least 25 hours of mentoring/supervision.
  - Once the RE&S form is complete, click on the “Complete Now” tab of the Role Experience step and upload a PDF copy. **Only a candidate’s supervisor(s) is allowed to complete this form.**
  - Submit payment of either the \$103 application fee alone or \$186 for both the application and exam fees.
- 4) After you have completed each step (completed steps will show a green dot and say “completed” or “pending verification”), your application will be reviewed and approved by NYCB staff to ensure that it meets the standards for CRPA certification. You will be notified by email if any step (requirement) is not approved. When your application has been approved by NYCB staff, it will be sent to the NYCB Board for final approval.

- 5) Your CRPA certificate will be immediately available in the Digital Wallet in your Certemy account to download and print, once your application has been approved by the Board and you have passed the exam (see below for more information.) You will be notified via email that your certificate is available.

#### **IC&RC Peer Recovery (PR) Exam for CRPA certification**

- CRPA applicants are automatically pre-registered by NYCB staff with the testing company once their application has been approved by the Board and the exam fee has been received.
- Instructions are sent directly from SMT/Prometric about how to schedule a time and place to take the exam. **Please contact NYCB staff if you have been pre-registered and you have not received the email from SMT/Prometric.**
- If you do not pass the exam, there is a mandatory 90-day waiting period before you can re-take the exam. An additional fee of \$83 is required to retake the exam. If you do not show up for the exam, you will also be required to pay the \$83 exam fee again. You must contact NYCB staff after the 90-day waiting period to be pre-registered to take the exam again. The exam can be taken as many times as necessary.

**Important note:** IC&RC has updated this exam, and the new version is tentatively scheduled to launch on 7/3/25. The new exam will have a new section on Harm Reduction. If you plan to take the exam after 7/3/25, you may wish to take some Harm Reduction training to help you prepare, if you are not familiar. The new Candidate Guide from IC&RC can be found on their website or by clicking this link:

<https://internationalcredentialing.org/wp-content/uploads/2025/04/2025.04.07-Peer-Recovery-PR-Candidate-Guide-Updated.pdf>

#### **Renewal Information**

Your CRPA certification is valid for 3 years. You will receive emails 4-6 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 renewal and the recertification standards. CRPA renewal currently requires 28 hours of approved continuing education training, but this requirement is subject to change. **We encourage you to take continuing education courses throughout your 3-year certification period.** <http://www.asapnys.org/ny-certification-board/renewal-program/>

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).