



Upgrade to CRPA Process (for current CRPA-Provisionals only).
Review process can take up to 4 weeks (not including the exam)

- A. Install an Upgrade to CRPA application into your existing Certemy account (if you do not already have an one in your account) by going to the NYCB website: (<https://www.asapnys.org/apply-here/>) and clicking on the one-time self-enrollment link for the Upgrade to CRPA application. 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 your CRPA-Provisional certification has expired, you will need to follow the instructions to apply for CRPA (non-upgrade). The cost will be \$186 since you are no longer eligible for the discounted rate of \$134.
- C. Complete all steps of the Upgrade to CRPA application in Certemy, at least 45 days prior to your CRPA-Provisional expiration date. **Applications will not be reviewed until all steps are completed and payment is received. The CRPA-Provisional is not eligible for extension or renewal.**

Steps are listed on the right-side of the screen of the Upgrade to CRPA application and include:

- Updating contact information (if necessary) and signing all requested forms.
- 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 of supervised volunteer or paid work experience specific to the Peer Recovery domains, plus have received at least 25 hours of mentoring/supervision specific to the Peer Recovery domains. Supervision must be provided by an organization's documented and qualified supervisory staff per job description.
- Once the RE&S form is complete, click on the "Complete Now" tab in the Role Experience step of the application in Certemy and upload a PDF copy. **Only a candidate's supervisor(s) is allowed to complete this form.**
- Submitting payment of either the \$52 Upgrade fee alone or \$134 for both the application and exam fees. CRPA-Provisional payment receipts can be found in your Digital Wallet in your Certemy account if you need to check about previous exam fee payment.



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- D. 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.
- E. **IC&RC Peer Recovery (PR) Exam.**
- Upgrade to CRPA candidates are automatically preregistered to take the exam after their application has been approved by the Board and the \$83 exam fee has been paid. Please note that candidates are eligible to take the exam at any time before their CRPA-Provisional certification expires. Candidates who wish to take the exam before they have completed 500 hours role experience must email NYCB staff to be preregistered. Only NYCB staff can preregister exam candidates.
 - Once preregistered, candidates will receive an email directly from the testing company, SMT, with instructions on how to schedule an in-person exam. It is the candidate’s responsibility to schedule the exam before their CRPA-Provisional expires. **CRPA-Provisional certifications cannot be extended for candidates who are waiting to take the exam, or who do not pass the exam, so we encourage candidates to take the exam as soon as possible.**
 - Exam fees are valid for one year beginning on the day a candidate is preregistered. Exams must be completed before the testing window expires, or another \$83 fee will be required.
- F. Once NYCB staff receives your successful exam results, your CRPA certificate will be immediately available in the Digital Wallet of your Certemy to download/print. 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.
- G. Your CRPA certification is valid for 3 years. Please see our website for details about the courses that are approved for CRPA renewal and the recertification standards. We encourage you to take continuing education courses throughout your 3-year certification period.
<http://www.asapnys.org/ny-certification-board/renewal-program/>.
- H. **Questions??** – Please email Cathie Gifford at cgifford@iuany.org or Elisabeth Kranson at ekranson@iuany.org.