



IC&RC Peer Recovery (PR) **Exam Process Guide**

IC&RC's Peer Recovery (PR) exam is a computer-based exam consisting of 75 questions in the five domains: Advocacy, Ethical Responsibility, Mentoring and Education, Recovery/Wellness Support, Harm Reduction. Candidates must take the exam in a designated testing center and will be allowed 2 hours for completion.

The exam process will be found on page 2 of this document.

CRPA-Provisional and Upgrade to CRPA Candidates ONLY

- Only active CRPA-Provisionals who have paid the \$80 exam fee are eligible to take the PR exam.
- Candidates must email IUA-NYCB staff to be preregistered.

Important!

- Active CRPA-Provisionals are encouraged to take the exam as soon as they are certified.
- CRPA-Provisionals who have passed the exam will NOT be upgraded until they have also completed 500 hours of supervised volunteer or paid work experience specific to the PR domains and receive 25 hours of mentoring/supervision specific to the PR domains. Required hours are submitted as part of the Upgrade to CRPA application.
- Candidates who do not pass the exam before their CRPA-Provisional certification expires must wait until a completed CRPA application has been reviewed and approved by NYCB to take the exam again.
- Upgrade to CRPA candidates who do not complete the upgrade process before their CRPA-Provisional certification expires will need to pay the full \$100 CRPA application fee, since they are no longer eligible for the \$50 discounted Upgrade to CRPA application fee.

CRPA (Non-Upgrade) Candidates ONLY

- CRPA candidates are eligible to take the PR exam when they have paid the \$80 exam fee AND their CRPA application has been approved by the Board.
- CRPA candidates are preregistered with the testing company when their CRPA application has been approved by the Board, and they have paid the exam fee.

Important!

- CRPA-Provisional is a separate certification with a separate application process and fee. CRPA candidates are NOT granted a CRPA-Provisional while they are waiting to take the exam.
- Once IUA-NYCB staff receive passing exam results, Certemy will be updated, and the candidate will be certified. Candidates can access their CRPA certificate in the Digital Wallet of their Certemy account.



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Exam Process for all CRPA / CRPA-Provisional Candidates

- Once preregistered, candidates will have 12 months to take the exam before their exam fee expires (could be less time if CRPA-Provisional certification expires).
- SMT will immediately email the candidate instructions on how to schedule a time and a place to take the exam. Please be sure to check your spam or junk email folder. If you don't receive the email from SMT, please email Elisabeth Kranson at ekranson@iuany.org.
- IUA-NYCB staff will also send an email with study guides and further instructions.
- Candidates will be given preliminary exam results at the conclusion of the exam.
- Candidates will also receive an additional email from IUA-NYCB staff with any next steps required or current certification status.
- IC&RC policy states that candidates who do not pass the exam must wait 90 days before they can re-take the exam AND pay another \$80 exam fee.
- Candidates who miss their exam date are considered "no shows". Candidates should contact SMT/Prometric directly within 5 days of the missed exam date if they have a valid reason (medical emergency or inclement weather). Exam fees are forfeited for "no shows" and \$80 must be paid again to be preregistered. Candidates should contact IUA-NYCB staff for assistance.