

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

IC&RC's Peer Recovery (PR) exam is a computer-based exam consisting of 75 questions across 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 two (2) hours to complete it.

Details regarding the exam process can 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 Peer Recovery (PR) exam.
- Candidates must email IUA-NYCB staff to be preregistered.

#### **Important!**

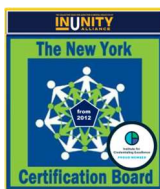
- Active CRPA-Provisionals are encouraged to take the exam as soon as they are certified.
- CRPA-Provisionals who have passed the exam will NOT be upgraded until they have:
  - 1) Completed 500 hours of supervised volunteer or paid work experience specific to the PR domains, and
  - 2) Received 25 hours of supervision specific to the PR domains, and
  - 3) Submitted an Upgrade to CRPA application in Certemy showing required hours.
- 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 before retaking the exam.
- Upgrade to CRPA candidates who do not complete the upgrade process before their CRPA-Provisional certification expires will need to pay the \$100 CRPA application fee, as they are no longer eligible for the \$50 discounted upgrade rate.

### **CRPA (Non-Upgrade) Candidates ONLY**

- CRPA candidates are eligible to take the Peer Recovery (PR) exam once they have paid the \$80 exam fee and their CRPA application has been approved by the Board.
- IUA-NYCB staff will preregister candidates with the testing company once their CRPA application has been approved by the Board, and the exam fee is paid.

#### **Important!**

- CRPA-Provisional is a separate certification with its own application process and fee. CRPA candidates are not granted a CRPA-Provisional while they are waiting to take the exam.
- Once IUA-NYCB staff is notified of a candidate's passing exam results, Certemy will be updated to reflect the candidate's certified status. Candidates will receive an email from IUA-NYCB staff and can access their CRPA certificate in the Digital Wallet of their Certemy account.



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

### **CRPA/CRPA-Provisional Candidates Exam Process**

- Once preregistered, candidates have 12 months to take the exam before their exam fee expires. (This period may be shorter if CPRA-Provisional certification expires sooner.)
- SMT will immediately email candidate instructions on how to schedule the time and location for 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](mailto:ekranson@iuany.org).
- IUA-NYCB staff will also send an email with study guides and further instructions.
- Candidates will receive preliminary exam results at the conclusion of the exam.
- Following the exam, candidates will receive an additional email from IUA-NYCB staff detailing any required next steps and their current certification status.
- IC&RC policy states that candidates who do not pass the exam must wait 90 days before retaking the exam AND pay another \$80 exam fee.
- Candidates who miss their exam date are considered "no shows." If there is a valid reason (e.g., medical emergency or inclement weather), candidates should contact SMT/Prometric within 5 days of the missed exam date. Exam fees for "no shows" are forfeited, and candidates must pay \$80 again to preregister. IUA-NYCB staff are available to assist.