



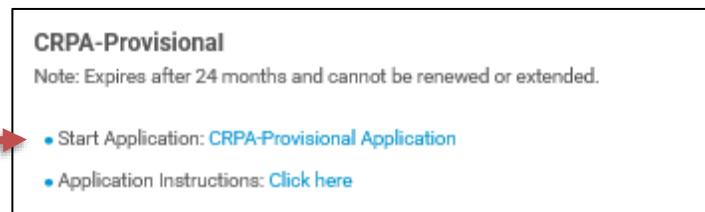
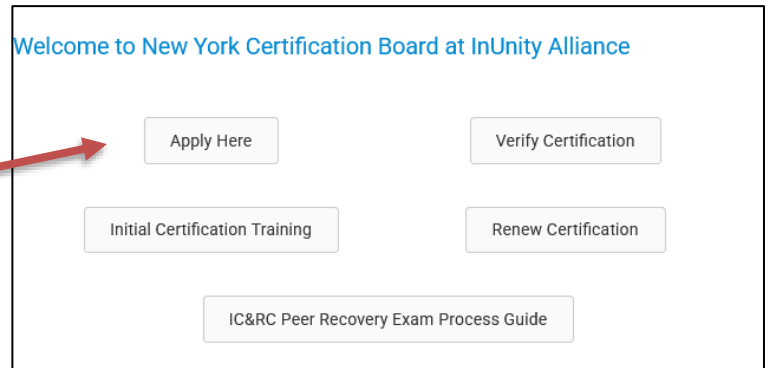
CRPA-Provisional (CRPA-P) Application Guide

InUnity Alliance | New York Certification Board

Estimated Review Time: Up to 4 weeks after application is fully completed

Step 1: Start Your Application

1. Go to the NYCB website:
<https://www.asapnys.org/ny-certification-board/>
2. Click **APPLY HERE**.
3. Scroll to the CRPA-Provisional section of the page
4. Click **Start Application: CRPA-Provisional Application**



Step 2: Sign In or Create a Certemy Account

If you already have an account with Certemy

(you have one if you previously applied for another NYCB certification)

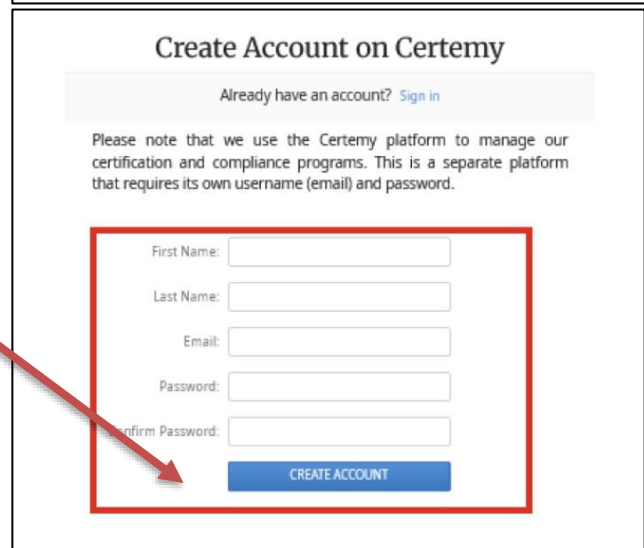
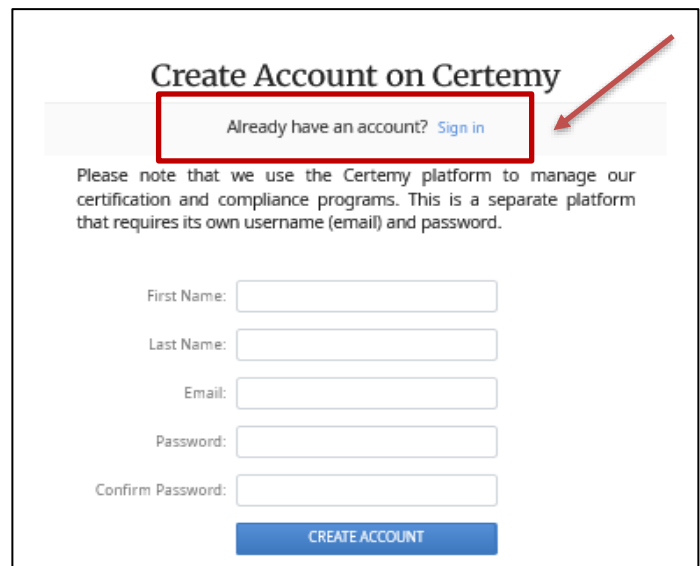
- Click **Sign in**.
- Enter your email address and password.

If you have forgotten your password, use the “Forgot Password” function or contact support@certemy.com.

- Click **CREATE ACCOUNT**.

If you are brand new to the New York Certification Board

- Enter your name, email address and password.
- Click on **CREATE ACCOUNT**.



Creating an account will automatically enroll you in the application you chose.



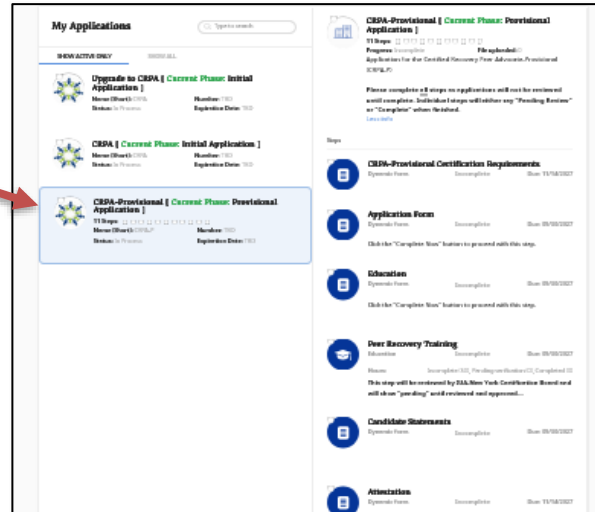
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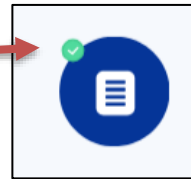
Step 3: Open the Application

1. On the left side of the screen click “CRPA-Provisional Application”
2. On the right side of the screen you will see the required steps.
3. Complete each section.



Applications will not be reviewed until every step is complete.

NOTE: Completed steps are marked with a small green circle and check mark.

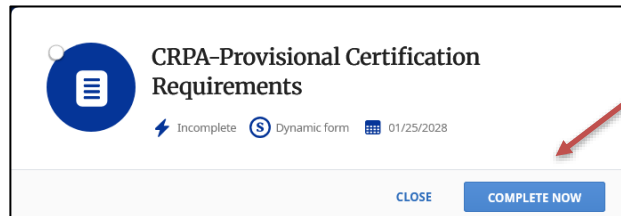


Step 4: Complete Each Application Section

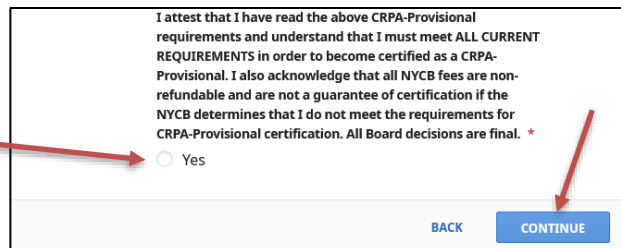
(Individual steps will either say "Pending Review" or "Complete" when finished.)

1. CRPA-Provisional Certification Requirements

- Click **COMPLETE NOW**.
- Read this entire page.
(Only partial text shown here.)



- Read the attestation statement.
- Select **YES** to confirm your agreement.
- Click **CONTINUE**.





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- Sign using computer mouse or finger.

CRPA-Provisional Certification Requirements

Incomplete Dynamic form 01/25/2028

Signature

Clear Sign above

BACK SUBMIT

- Click **SUBMIT**.
- Click **CONFIRM** to finish.

2. Application form:

- Click **COMPLETE NOW**.
- Read and answer all questions (those marked with a * are required).
- Click on **CONTINUE** when the form has been completed.

Application Form

Incomplete Dynamic form 12/11/2027

Click the "Complete Now" button to proceed with this step.

CLOSE COMPLETE NOW

3. Education Verification

Click **COMPLETE NOW**.

Upload a copy of ONE of the following:

- High school diploma or transcript
- GED or High School Equivalency certificate
- College diploma or transcript

The document must include:

- Your name
- School name
- Graduation Date (high school only)

If your name has changed:

- Upload legal name change document (e.g. marriage certificate or court-ordered name change).

If education is from outside the United States or its territories:

- Your educational document must be evaluated by a foreign credential evaluation service, showing it is at least equal to a U.S. high school diploma.
- Upload it along with your education verification.
- A translation document alone will not be accepted.
- Contact NYCB staff if you need assistance.

Click **CONTINUE** when completed.

Education

Incomplete Dynamic form 12/11/2027

Click the "Complete Now" button to proceed with this step.

Candidate must provide a copy of one of the following:

- High school diploma or transcript showing date of graduation or
- Jurisdictionally certified high school equivalency diploma or certificate or
- Diploma or transcript from accredited institution of higher education which requires a high school diploma to enroll

IMPORTANT: If your name has changed since this document was issued, provide a copy of a legal document clearly showing the change from one name to another (e.g. marriage license, court approved name change or divorce decree)

Upload Evidence Document *

Drop files to attach, or [Browse](#)

If Applicable: legal proof of name change (e.g. marriage license, court approved name change or divorce decree)

Drop files to attach, or [Browse](#)

BACK CONTINUE



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4. Peer Recovery Training:

- Upload certificates which **MUST** show NYCB Trainer Approval badges.
- Required training hours include:
 - 30 hours of Recovery Coach training
 - 16 hours of Peer Ethics
 - 4 hours of Medication Supported Recovery
- You may upload all certificates at the same time or upload each separately.

Enter Training Information

Activity Type:

- Click on the pull-down menu and select “NYCB-approved 50-hour Foundation Training (30-hour Recovery Coach, 16-hour Peer Ethics, and 4-hour MSR).”

Hours: Enter

- Number of hours for each individual certificate, OR
- Total number of hours if uploading multiple certificates.

Activity Title: Enter

- Each training title(s) OR
- “Various” if including multiple certificates entry.

Activity Sponsor / Provider: Enter

- The trainer’s name OR
- “Various” if including multiple certificates.



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Date when the activity was completed:

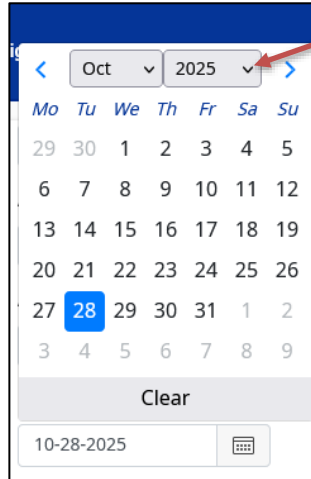
- Enter the date of training:
Format – mm-dd-yyyy
Example: 06-30-2025

Date when the activity was completed *



- OR use the calendar to enter the date. Choose:

- Year – If not the current year, click on the down arrow
- Month
- Day



If you upload multiple certificates, enter today's date.

Upload Training Certificates

- Click **Browse**.
- Select the file name on your device.
- Click **Open** (The document title should then show on the right).
- Click **SUBMIT** at the bottom.

Upload credential file(s) (up to 30 MB) *

Drop files to attach, or [Browse](#)

Certemy will show:

- Hours Incomplete
- Hours Pending Verification and will show as "Pending Verification" until approved
- Hours Completed

50 Hours Incomplete	0 Hours Pending verification	0 Hours Completed
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5. Candidate Statements

- Read the full statement.
- Click **COMPLETE NOW**.
- Select **YES** to confirm your agreement.
- Sign using computer mouse or finger.
- Click **SUBMIT**.
- Click **CONFIRM** to finish.

By signing in this box, I agree to all aspects of the statements above.

[CLOSE](#) [COMPLETE NOW](#)



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6. Attestation

- Click **COMPLETE NOW**.
- Read all statements.
- Click **YES** to confirm agreement with each statement.
- Click **CONTINUE**.
- Sign using computer mouse or finger.
- Click **SUBMIT**.
- Click **CONFIRM** to finish.

Attestation
Incomplete Dynamic form 11/14/2027

I will complete and submit the Upgrade to CRPA application within 45 days before my CRPA-Provisional expiration date. Failure to do so may cause a lapse in certification. The CRPA-Provisional is a one-time only certification that cannot be renewed or extended for any reason. *

Yes

I will complete no less than 500 hours providing peer recovery services to those in recovery from substance use disorder prior to submission of my Upgrade to CRPA application. *

Yes

I will receive no less than 25 hours of peer recovery supervision with a qualified supervisor prior to submission of my Upgrade to CRPA application. *

Yes

I will pass the IC&RC Peer Recovery computer-based Exam within 24 months of CRPA-Provisional certification. In order to be pre-registered, please email cjifford@iuany.org. *

Yes

I will indicate the Provisional status of my CRPA-P certification at all times by writing out the full acronym CRPA-Provisional on clinical records, business cards, and correspondence. I will cease using that title if my CRPA-Provisional expires before I complete the upgrade process. *

Yes

BACK CONTINUE

7. Authorization to Obtain Information Statement

- Read the statement in full and click **COMPLETE NOW**.
- Click **YES** to confirm your agreement.
- Click **CONTINUE** and sign using computer mouse or finger.
- Click **SUBMIT**.
- Click **CONFIRM** to finish.

Authorization to Obtain Information Statement
Incomplete Dynamic form 12/11/2027

I hereby authorize the IJA-New York Certification Board to request and receive all records and/or information in any way relating to my application for an NYCB credential. I understand that this includes, but is not limited to, verbal or written contacts with my employer(s), colleagues, academic and training institutions, and/or other persons or organizations having pertinent information related to the review of my application. This is a waiver of my privilege that may otherwise exist in respect to the disclosure of such information. I understand that this authorization will expire one year after certification lapses or when my certification expires, once NYCB is notified of my intent not to renew. I further understand that the status of any NYCB credential is public record and may be shared by NYCB and is available on the NYCB website, including effective date, expiration date and certification type. I further understand that if my NYCB credential is sanctioned in any way including revocation or suspension that this information is public.

CLOSE COMPLETE NOW



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8. Disclaimer

- Read the statement in full and click **COMPLETE NOW**.
- Select one of the options
- Click **CONTINUE**.
- Sign using computer mouse or finger.
- Click **SUBMIT**.
- Click **CONFIRM** to finish.

The screenshot shows a 'Disclaimer' screen with a blue header and a document icon. It includes status indicators: 'Incomplete', 'Dynamic form', and a date '12/11/2027'. The main text states that personal information is confidential and may only be disclosed with written consent, except in cases of national or regional disaster/emergency. At the bottom, there are 'CLOSE' and 'COMPLETE NOW' buttons.

9. Release of Information

- Click **COMPLETE NOW**.
- Read the text.
- Answer the two questions.
- Click **CONTINUE**.
- Sign using computer mouse or finger.
- Click **SUBMIT**.
- Click **CONFIRM** to finish.

The screenshot shows a 'Release of Information' screen with a blue header and a document icon. It includes status indicators: 'Incomplete', 'Dynamic form', and a date '12/11/2027 (601 days left)'. The main text asks the user to read the 'Release of Information' and provide information where applicable. At the bottom, there are 'CLOSE' and 'COMPLETE NOW' buttons.

The screenshot shows a 'Release of Information' screen with a blue header and a document icon. It includes status indicators: 'Incomplete', 'Dynamic form', and a date '12/11/2027'. The main text asks the user to read the 'Release of Information' and provide information where applicable. Below this, there is a paragraph of authorization text: 'I authorize the IUA-New York Certification Board to release information to designated personnel related to the status of my application to become a Certified Recovery Peer Advocate (CRPA) or Certified Recovery Peer Advocate Provisional (CRPA-P). Information released to may include: Status of completion of application and specific information about missing documentation; Status of registration for exam; Status of passing or failing the exam; Status of approval of application by the New York Certification Board.' Below this is a dropdown menu for 'Do you authorize release of information?' with 'Please select' as the current selection. Below the dropdown is a text input field for 'If yes, please provide the name or organization that can receive this information.' At the bottom, there are 'BACK' and 'CONTINUE' buttons.



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10. Pay the Application Fee

Choose One Payment Option.

Option 1

- Application Filing Fee
- \$100 + \$3 processing fee
- Enter “1”

Option 2

- Application Filing + IC&RC Exam Fees
- \$180 + \$6 processing fee
- Enter “1”

Click **PAY FEE**.

Enter:

- Cardholder Name
- Card number
- Expiration date
- Click on PAY (\$103 or \$186)
- Follow prompts to enter billing information.

Your receipt will be found in the “Receipt” tab of your Digital Wallet.


Third Party Payment

If someone else is paying:

- Select **3RD PARTY PAYMENT**.
- Enter name of the person or organization paying the fee in the “**Comment**” space.
- Click **CONFIRM**. Applicants are responsible for coordinating payment of all fees.

Option 2: Application Filing + IC&RC Exam (computer-based exam) Fees			
Description	Price	Quantity	Subtotal
Credit Card (includes bank fee)	\$186.00	1	\$186.00
Total:			\$186.00
Grand total:			\$186.00

[CLOSE](#) [3RD PARTY PAYMENT](#) [PAY FEE](#)



CRPA-Provisional Fees (\$100 or \$180)

Incomplete Fees 12/11/2027

Please pay relevant fee once you have completed the entire application. Fees are non-refundable, so please choose the correct option for you. If you have questions, please contact NYCB Staff.

There are 2 payment options for your CRPA-Provisional Application. Please choose only ONE option.

Payment Amount: **\$186.00**

Name on card +

Card + [Autofill link](#)

[BACK](#) [CLOSE](#) [PAY \\$186.00](#)

Option 2: Application Filing + IC&RC Exam (computer-based exam) Fees			
Description	Price	Quantity	Subtotal
Credit Card (includes bank fee)	\$186.00	1	\$186.00
Total:			\$186.00
Grand total:			\$186.00

[CLOSE](#) [3RD PARTY PAYMENT](#) [PAY FEE](#)

Payment by 3rd party

This option means that your company or a 3rd party will pay the fees. Please provide comment on who will be submitting the payment.

Comment * :

[BACK](#) [CLOSE](#) [CONFIRM](#)



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Important Information:

- **Applications will not be reviewed until:**
 - All sections of the application are complete.
 - Payment is received.
- **Incomplete applications and fees expire after one year.**
- **After Board Approval:**
 - Your CRPA-Provisional certificate will appear in the Digital Wallet of your Certemy account.
 - You will also receive email notification.
 - You can download or print your certificate from Certemy.
 - Certificates will not be emailed to you.
- **CRPA-Provisional Certification Details:**
 - Valid for 2 years (24 months)
 - One-time only
 - Cannot be renewed or extended

Requirements to Upgrade to full CRPA:

- Pass the IC&RC Peer Recovery exam.
 - You can take the exam as soon as you receive your CRPA-Provisional certification and have paid the \$83 exam fee.
- Complete 500 hours providing peer recovery support services and receive 25 hours of supervision.
- Complete an Upgrade to CRPA application in Certemy. Cost to apply is \$52 fee or \$134, which includes the exam fee.

Visit our website for detailed instructions on upgrading to full CRPA certification:

<https://www.asapnys.org/certified-recovery-peer-advocate-crpa-and-crpa-provisional/>

Questions: contact Elisabeth Kranson at ekranson@iuany.org or Cathie Gifford at cgifford@iuany.org