



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

- 1) Click on the “self-enrollment” link on the NYCB website (<https://www.asapnys.org/apply-here/>) for the Upgrade to CRPA application (if you do not already have one in your account). 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.
- 2) **Since you are a CRPA-Provisional, you already have an account with Certemy.** Click “Yes” and sign in using your email address and the password you created. Please contact us or Certemy’s technical support at support@certemy.com, if you need assistance accessing your account.
- 3) Once logged in, you will see “Upgrade to CRPA Application” on the left side of the screen and the steps that need to be completed will be on the right-side of the screen.
Tip: Notice the small circles below the Upgrade application name. They represent each step that is required to upgrade and are color-coded. Green means complete and white/orange means incomplete.
- 4) If you have multiple applications in your Certemy account, you will need to click on the Upgrade application on the left side of your screen to begin to complete the application. Click on any of the steps on the right side of your screen to view or complete the corresponding requirement. Steps include completing/signing all forms, inviting your supervisor to complete the work/role experience form, and paying the \$134 upgrade and exam fees. **If you have paid the exam fee already, the cost to apply is \$52.**
Tip: You’ll see the status (complete, partially completed, or incomplete) for each step. The system will automatically send you email alerts notifying you of any incomplete steps. You can log into Certemy (<https://nycb.certemy.com/entry/login>), any time to continue updating and maintaining your applications. Each time you log in, you will see how many steps (requirements) you must still complete.
- 5) You will need to electronically invite your supervisor to complete the work/role experience page showing that you have completed the 500 hours providing peer recovery support services and have received at least 25 hours of supervision.
 - a. Click on the Role Experience step of the Upgrade to CRPA application
 - b. Type your supervisor’s email address on the right-side of the screen (do not type in your own email address or the step will be rejected.) Your supervisor’s name may appear automatically, or you may need to type it in.
 - c. Add the number of hours you worked under that supervisor. If you are inviting multiple supervisors, do not assign all 500 hours to the first supervisor, or you will not be able to add any more invitations.
 - d. You can invite multiple supervisors by clicking “Add New Invitation” on the left side of the screen and repeating the steps above for each person. The total number of hours assigned to all supervisors must be at least 500, or the step will not be considered complete.

- 6) **Applications are only reviewed after all steps are completed and the appropriate application fee has been paid.** The review process can take up to 4 weeks. All applications are reviewed by two staff members to ensure that they meet the standards for CRPA certification. You will be notified by email if any step (requirement) does not meet the standards for CRPA certification. ***You have one year to complete the application before your application and fee expire.***
- 7) When your application has been approved by NYCB staff, it will be sent to the NYCB Board for final approval.
- 8) Once approved by the Board, and the exam fee has been received, you will be pre-registered by NYCB staff for the International Credentialing & Reciprocity Consortium (IC&RC) Peer Recovery exam. You will receive instructions directly from SMT/Prometric about how to schedule a time and place to take the exam. **Please contact NYCB staff if you have not received the email from SMT/Prometric.**
- 9) Once NYCB staff has been notified that you passed the exam, your CRPA certificate will be immediately available in the Digital Wallet in your Certemy account to download and print. You will be notified via email that your certificate is available.
- 10) 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.
- 11) 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. **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 or Cathie Gifford at cgifford@iuany.org.