



NYCB Certification Renewal Process | Certified Addiction Recovery Coach (CARC)

Thank you for your interest in renewing your certification. Completed renewal applications are due 45 days before expiration of the current certification, or a late fee will be charged.

Step 1 - Complete 18 hours of Approved Renewal Training

Continuing Education training includes 3 hours of Peer Ethics.

- **All renewal training MUST be NYCB approved, or it will NOT be accepted for renewal.**
- Find the 3 lists of approved training and professional development opportunities on the renewal website (<https://www.asapnys.org/renewal-program/>). These lists are updated every month as new opportunities are approved and added. You can mix and match any trainings from these 4 lists to gain the 18 hours required for CARC renewal. ***Please observe any restrictions noted on the lists.***
- Sign up for trainer-led trainings by contacting the trainers or going to the Friends of Recovery NY website at <https://for-ny.org/upcoming-trainings/>. ***Please make sure that any training you sign up for is found in our lists or it will not be accepted for renewal purposes.***
- Computer-based trainings can be accessed using the links provided on each list. ***Please note that that there is a maximum number of credit hours or trainings that can be submitted from any one conference or individual computer-based training provider. Read instructions carefully.***

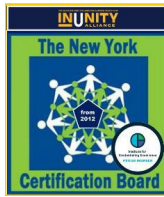
Step 2 - Submit a Renewal Application

When you have completed the required training, you are ready to submit your renewal application using our online application processing platform, Certemy. All current and previously certified professionals have a Certemy account. A CARC Renewal application should already be in your Certemy account. If not, please contact us.

Certemy instructions:

- Log into your Certemy account using the following link: <https://nycb.certemy.com/entry/login>. Certemy works with many certification boards and this link is just for the New York Certification Board.
- Complete each step of the application:
 - 1) Complete/update demographic information.
 - 2) Upload all renewal training certificates. You will need to list the name of the trainer (Activity Sponsor) and the name of the course (Activity Title) for each certificate. You can also scan all your certificates into one document and list the total number of hours. Activity Title and Activity Sponsor name would then be “various”.
 - 3) Submit payment. The cost to renew is \$103 if paying by credit card. Renewal applications received within 45 days of the expiration date are subject to a \$25 late fee.

Please note that payments are non-refundable and expire 1 year after submission, if the candidate does not complete the renewal process.



NYCB Certification Renewal Process | Certified Addiction Recovery Coach (CARC)

Frequently Asked Questions:

- ***What training do I need to renew my certification?***
 - 18 hours of NYCB approved continuing education (may include a maximum of 4 hours NYCB approved Professional Development) are required for CARC renewal, including 3 hours of Peer Ethics. Please see information at Renewal Step 1. NYCB staff cannot recommend specific training. Confirm approval status before registering for a training to avoid disappointment.
- ***Why does each step still say “pending”?***
 - The renewal approval process can take up to 4 weeks from receipt of a completed application. We do not review incomplete applications or applications without payment. Steps will show as “pending approval” until they are approved or rejected by NYCB. If a training is rejected, you will be emailed an explanation.
- ***Where can I find my certificate?***
 - Once a renewal application has been approved, your new certificate will immediately be available in the Digital Wallet of your Certemy account, under the “Certificates” tab. Click on the file name to download the document to save or print.
- ***When I try to input the number of hours of a training course, the system defaults to 18 hours or 3 hours for Peer Ethics? What should I do?***
 - You have an outdated version of the CARC Renewal application in your Certemy account; please contact Elisabeth Kranson (ekranson@iuany.org) or Cathie Gifford (cgifford@iuany.org) for assistance.
- ***When does my certification expire?***
 - In order to confirm your renewal date, please [click here](#) to look up your name in the NYCB Professional Registry. Certification status is public information.
- ***What if my CARC certification has expired?***
 - If your certification expired less than a year ago, then you can still renew following the standard procedure, except late fees will apply (\$25 for first 6 months and \$50 after 6 months but less than a year).
 - If your certification has been expired for more than a year, please see the reinstatement requirements at <https://www.asapnys.org/renewal-program/>.
- ***Are there scholarships available for renewal training and/or application fees?***
 - Scholarships may be available. Please contact your preferred trainer, Friends of Recovery-NY, or OASAS to inquire.

Please note that payments are non-refundable and expire 1 year after submission, if the candidate does not complete the renewal process.

Other Questions? Contact Elisabeth Kranson, NYCB Director of Certification, at ekranson@iuany.org or Cathie Gifford, Certification Coordinator, at cgifford@iuany.org.