

# Certification Guidelines: **Credential Standards and Requirements Table**

**Certified Recovery Peer Specialist  
Provisional & UPGRADE Program**



*Define Yourself as a Professional  
through Certification.*

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# CRPS-P and Upgrade to CRPS Standards & Requirements Tables

The purpose of this document is to describe the **Certified Recovery Peer Specialist – Provisional Status (CRPS-P)** program, including standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process Credential Award
- Candidate Guide: Maintenance and Renewal Process

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s Code of Ethical and Professional Conduct and Disciplinary Procedures. All documents are posted online. Please contact the FCB if you have any questions.

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# CERTIFIED RECOVERY PEER SPECIALIST- PROVISIONAL STATUS (CRPS-P) PROGRAM

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The **Certified Recovery Peer Specialist – Provisional Status (CRPS-P)** program is specifically designed for trained and tested peers who do not have 500 hours of experience at the time of application. The provisional certification process allows people to gain work or volunteer experience during the provisional period. The program has two steps.

**Step 1: Provisional Certification.** Applicants must meet FCB policy requirements and CRPS formal education, training, recommendation and testing requirements. Upon passing the CRPS exam, the CRPS-P credential is issued for a 12-month period. A total of 500 hours of work or volunteer experience must be documented and the UPGRADE must be applied for BEFORE the provisional credential expires. An expired CRPS-P credential cannot be reinstated.

During the provisional period, paid or volunteer work hours must be completed. At least 250 of the 500 hours of experience must be spent providing peer support services to others with the same shared lived experience. Experience must be documented on the CRPS Work or Volunteer Experience Verification Form. Be sure to track your hours and follow-up with your employers to ensure experience documentation is received at the FCB at least 30 days before the CRPS-P credential expires.

**Step 2: CRPS-P UPGRADE.** People holding the CRPS-P credential must apply for an upgrade to the CRPS credential no less than 30-days before the CRPS-P expiration date. CRPS-P UPGRADE applicants are responsible to:

- Complete and submit the CRPS-P UPGRADE Application
- Pay the CRPS-P UPGRADE application fee (\$50)
- Provide each employer with a CRPS Work or Volunteer Experience Verification Form and a due date to submit to the FCB on your behalf.

## LIVED EXPERIENCE ENDORSEMENTS

One of the unique and critical characteristics of a successful peer-to-peer relationship is the active acknowledgement and use of shared lived experience to engage and encourage others in the recovery and resiliency process. The FCB indicates lived experience through the use of endorsements, which are added to the CRPS credential.

Lived experience is not indicated when the provisional credential is issued. Lived experience is indicated when the CRPS-P UPGRADE process is complete.

The FCB currently offers four categories of lived experience:

- CRPS-A: Lived experience as an adult who has been in recovery for a minimum of 2 years from a substance use or mental health condition.
- CRPS-F: Lived experience as a family member or caregiver to another individual who has or is in recovery from a substance use or mental health condition.
- CRPS-V: Lived experience as a veteran of the armed forces who has been in recovery for a minimum of 2 years from a substance use or mental health condition.
- CRPS-Y: An individual currently between the ages of 18 and 29 who experienced a significant life challenge(s) during the ages of 14 – 25 and is living a wellness and/or recovery oriented lifestyle for at least 2 years. Examples of significant life challenges include but are not limited to: Substance use or mental health condition; Involvement in any child serving human services agency or public system, such as the Department of Juvenile Justice or Department of Children and Families; and any hardship conditions that puts them at risk of a substance use disorder or mental health condition.

The FCB understands that many applicants will align with multiple categories of lived experience. As lived experience is documented by attestation, the FCB does not limit the number of endorsements that can be held.

At the time of provisional application, you must choose a primary endorsement. Half of the work experience hours must be spent providing peer support to others with this same shared lived experience.

When you complete the CRPS-P UPGRADE application, you will indicate each endorsement you align with. As this is an attestation to lived experience, no other documentation to support your attestation is required.

## ADDING ADDITIONAL ENDORSEMENTS

Applicants are strongly encouraged to apply for all endorsements they align with at the time of application. If, after the CRPS credential and endorsement(s) is issued and you want to add an additional endorsement, please contact the FCB for assistance.

# CRPS-P AND CRPS-P UPGRADE STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<b><i>CRPS-P: Please review all applicable Candidate Guides and the following CRPS-P standards and eligibility requirements.</i></b>	
<b>Formal Education</b>	High School Diploma or General Equivalency Degree
<b>Content Specific Training</b>	<p>40 total clock hours of training divided among the following content areas:</p> <ul style="list-style-type: none"> <li>• Advocacy: 4 hours minimum</li> <li>• Mentoring: 10 hours minimum</li> <li>• Recovery Support: 6 hours minimum</li> <li>• Professional Responsibility: 8 hours minimum</li> <li>• Whole Health 8 – 16 hours*</li> <li>• Electives: 0 - 4 hours**</li> </ul> <p>*Applicants must complete one of the following whole health training programs:</p> <ul style="list-style-type: none"> <li>• WRAP (16 hours), OR</li> <li>• WHAM (8 hours), OR</li> <li>• Peer Whole Health and Resilience (between 8 to 16 hours, depending on provider), OR</li> <li>• A training program equivalent to WRAP, WHAM or Peer Whole Health and Resilience. Please ask FCB to review and approve the training before completing it for certification purposes.</li> </ul> <p>**The number of electives required depends on the curriculum completed for the Whole Health domain. The content for elective training hours may relate to any of the CRPS performance domains/training topics listed above.</p> <p>All training must have been within the last 5 years.</p>
<b>Recommendations</b>	<p>1 Professional letter of recommendation for certification</p> <p>1 Supervisory letter of recommendation for certification</p> <p>1 Character/Personal letter of recommendation for certification</p>
<b>Exam</b>	Florida Certified Recovery Peer Specialist Exam
<b><i>CRPS-P Upgrade: Please review all applicable Candidate Guides and the following CRPS-P Upgrade standards and eligibility requirements.</i></b>	
<b>Lived Experience</b>	<p>Applicants must attest to the type of lived experience that makes them eligible to serve as a peer to others. This attestation determines the endorsement(s) applied to the CRPS credential. At least 50% (250 hours) of the required work experience must be providing peer support services to others with the same/similar lived experience.</p> <p>Applicants who align with multiple categories of lived experience should pick a primary category on the application document and then work with their assigned certification specialist to add the additional endorsements.</p>

TOPIC	MINIMUM REQUIREMENT
	<p>The available categories of lived experience are:</p> <ul style="list-style-type: none"> <li>• CRPS-A: Lived experience as an adult who has been in recovery for a minimum of 2 years from a substance use or mental health condition.</li> <li>• CRPS-F: Lived experience as a family member or caregiver to another individual who has or is in recovery from a substance use or mental health condition.</li> <li>• CRPS-V: Lived experience as a veteran of the armed forces who has been in recovery for a minimum of 2 years from a substance use or mental health condition.</li> <li>• CRPS-Y: An individual currently between the ages of 18 and 29 who experienced a significant life challenge(s) during the ages of 14 – 25 and is living a wellness and/or recovery oriented lifestyle for at least 2 years. Examples of significant life challenges include but are not limited to: Substance use or mental health condition; Involvement in any child serving human services agency or public system, such as the Department of Juvenile Justice or Department of Children and Families; and any hardship conditions that puts them at risk of a substance use disorder or mental health condition.</li> </ul>
<b>Volunteer or Paid Work Experience</b>	<p>500 hours of supervised work and/or volunteer experience providing peer-to-peer recovery support services.</p> <p>At least 250 hours of experience must be specific to providing peer support to others with similar lived experience.</p> <p>Experience must have been gained within the last 5 years.</p>

## APPLICATION AND MANDATORY FORM REQUIREMENTS

**ONLINE ACCOUNT:** The CRPS-P and the CRPS-P Upgrade applications are paper-based. However, all applicants **MUST** first establish an online account with the FCB. You can create your online account by following this link: <https://portalfcb.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=FCB>

### CRPS-P APPLICATION AND MANDATORY FORMS

After establishing your online account, download and complete the manual application and mandatory forms, which are posted online at <http://flcertificationboard.org/certification/available-certifications/>. Applicants must:

- Download and complete the [CRPS-P Application](#).
- Download and complete the [CRPS-P Training Verification Form](#) and attach supporting documentation.
- Secure a copy of your high school diploma, GED, or unofficial college or university transcript to the application.
- Submit documents 1 – 3 (above) to the FCB.
- Download and provide a separate [Recommendation for Certification Form](#) to each person providing a recommendation on your behalf.

## CRPS-P APPLICATION COMPONENTS AND SUBMISSION PROTOCOL

This table provides you with direction on how to complete each section of the [CRPS-P Application](#) and all mandatory forms and supporting documentation.

When your application, certification fee and supporting documents are received at the FCB, your assigned certification specialist will create your electronic application. You will know this has happened when you receive a system email and, shortly thereafter, a personal email of introduction from your assigned Certification Specialist. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes. You can access your online account to track your application progress at any time. You have a maximum of 12 months to earn the CRPS-P credential, starting from the date the application and the certification fee are received by the FCB.

APPLICATION SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS/SUPPORTING DOCUMENTATION
<b>Applicant Information</b>	Provide the requested information EXACTLY as you entered it in your online account profile.	N/A
<b>Other Certification or Licensure</b>	Provide the requested information for any non-CRPS certification or license you may hold.	If you report another credential(s), attach a copy of the credential to your application.
<b>Formal Education/Degree</b>	Provide the requested information for the highest level of formal education you completed.	Include a copy of your HSD/ GED or unofficial college or university transcript when you submit your <a href="#">CRPS-P Application</a> .
<b>Current Employer</b>	If you are currently employed – in a paid or volunteer capacity – provide the requested information.	Work or volunteer experience is documented by your employer(s) and submitted with the CRPS-P UPGRADE application.
<b>References</b>	Provide the requested information for each person who will be submitting a <a href="#">Recommendation for Certification Form</a> to the FCB on your behalf. You must have one of each type of reference: <ul style="list-style-type: none"> <li>• Professional</li> <li>• Supervisory</li> <li>• Personal/Character</li> </ul>	Download the <a href="#">Recommendation for Certification Form</a> from the FCB website. Provide each of your references with the document to complete and submit to the FCB.  Note: DO NOT collect completed recommendations and submit them to the FCB yourself.
<b>Fee Payment Method</b>	Indicate how you will pay the \$100 certification fee.	If you are on scholarship, submit a copy of your scholarship award notice to the application.
<b>Assurance and Release</b>	Read the agreements on this page as you are bound by FCB policy and procedure as soon as you sign and date the CRPS-P Application.	N/A

All forms must be filled out electronically – handwritten forms will be denied.

[Recommendation for Certification Forms](#) must be submitted to the FCB by the individual providing the recommendation. Recommendations submitted by the applicant will be denied.

All documents may be sent to the FCB via mail, email or fax.

**US Mail:** FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

**Email:** Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask for this person's email address. In the absence of a specified person, FCB accepts email at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org)

**FAX:** 850-222-6247

**Fee Payment:** All CRPS-P fee payments must be made by credit card (over the phone), check or money order (mail). The standard \$5 fee for processing credit cards over the phone is waived. Applicants who have been awarded a scholarship do not make fee payments. Fees are non-refundable and non-transferable. **DO NOT MAKE A FEE PAYMENT UNLESS YOU ARE SURE YOU ARE READY TO MOVE FORWARD.**

## ACTIVITY DURING THE PROVISIONAL PERIOD

While provisionally certified, peers complete the work or volunteer experience requirement (total of 500 hours) and apply for a CRPS-P UPGRADE to the full credential within no less than 30 days from the provisional credential's expiration date. Remember, **at least 50% (250 hours) of experience must be gained by providing peer support to others with similar lived experience.**

The FCB recommends that you apply for the CRPS-P UPGRADE as soon as you reach the 500 hour mark and not wait until the last minute. If any of your work experience cannot be validated, you may find yourself in a position where you cannot earn the upgrade before the provisional credential expires.

An expired CRPS-P credential cannot be reinstated. People who find themselves with an expired CRPS-P credential will be required to start the certification process as a new applicant, including application materials and fees. If the test score is over 3 years old, the exam must be taken, too.

## CRPS-P UPGRADE APPLICATION AND MANDATORY FORMS

The CRPS-P UPGRADE process is manual. All CRPS-P UPGRADE application materials are posted online at <http://flcertificationboard.org/certification/available-certifications/>.

The application, supporting documentation and the certification fee must be received by the FCB a minimum of 30 calendar days before the provisional credential expires. An expired provisional credential is not eligible for upgrade. Applicants must:

- Download and complete the CRPS-P UPGRADE Application.
- Download and provide a separate CRPS-P UPGRADE Work or Volunteer Experience Verification Form to each employer verifying experience on your behalf.



## CRPS-P UPGRADE APPLICATION COMPONENTS AND SUBMISSION PROTOCOL

This table provides you with direction on how to complete each section of the [CRPS-P UPGRADE Application](#) and all mandatory forms and supporting documentation.

When your application and certification fee are received at the FCB, your assigned certification specialist will add the additional information to your current CRPS-P electronic record. You will know this has happened when you receive a personal email of introduction from your assigned Certification Specialist, who will serve as your single-point-of-contact throughout the upgrade and credential award processes. Please note: this person may or may not be the same specialist who assisted you in earning the provisional credential.

APPLICATION SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS/SUPPORTING DOCUMENTATION
<b>Applicant Information</b>	Provide the requested information EXACTLY as it is reflected in your online account.	N/A
<b>Primary Lived Experience</b>	Identify your primary category of lived experience. At least 50% of your experience hours must be gained by providing peer support to others with similar lived experience.	N/A
<b>Additional Endorsements</b>	If you align with more than one category of lived experience, indicate each additional endorsement you are qualified to hold, based on your lived experience.	N/A
<b>Work or Volunteer Experience</b>	Provide the requested information for each employer who will submit a <a href="#">CRPS-P UPGRADE Work or Volunteer Experience Verification Form</a> on your behalf.  Attach an additional page if more than two employers will document experience for certification purposes.	Download the <a href="#">CRPS-P UPGRADE Work or Volunteer Experience Verification Form</a> from the FCB website. Provide each employer(s) with the document for completion & submission to the FCB.  Note: DO NOT collect completed forms and submit them to the FCB yourself.
<b>Fee Payment Method</b>	Indicate how you will pay the \$50 CRPS-P UPGRADE certification fee.	The scholarship does not cover the CRPS-P UPGRADE fee. Payments may be made by check, money order or credit card (over the phone).
<b>Assurance and Release</b>	Read the agreements on this page as you are bound by FCB policy and procedure as soon as you sign and date the CRPS-P Application.	N/A

All forms must be filled out electronically – handwritten forms will be denied.

[CRPS-P UPGRADE Work or Volunteer Experience Verification Form\(s\)](#) must be submitted to the FCB by the individual who completes the document. Forms and supporting documentation submitted by the applicant will be denied.

All documents may be sent to the FCB via mail, email or fax.

**US Mail:** FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

**Email:** Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask for this person's email address. In the absence of a specified person, FCB accepts email at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org)

**FAX:** 850-222-6247

**Fee Payment:** All CRPS-P UPGRADE fee payments must be made by credit card (over the phone), check or money order (mail). The standard \$5 fee for processing credit cards over the phone is waived. Fees are non-refundable and non-transferable. DO NOT MAKE A FEE PAYMENT UNLESS YOU ARE SURE YOU ARE READY TO MOVE FORWARD.

# CERTIFICATION PROCESS CHECKLIST

By submitting the CRPS-P and CRPS UPGRADE applications, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process and Credential Award
- Credential Specific Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

## FCB System Registration

- Online account created.

Login: \_\_\_\_\_ Password: \_\_\_\_\_

## CRPS-P Application

- Download and complete the [CRPS-P Application](#).
- Download and complete the [CRPS-P Training Verification Form](#) and attach supporting documents.
- Secure a copy of your high school diploma, GED or unofficial college or university transcript.
- Submit all documents listed above and the certification fee (unless on scholarship) to the FCB.
- Download and provide the [Recommendation for Certification Form](#) to each of your references.

## CRPS-P Exam

- Receive approval to register for the exam.
- Pay Exam Fee (unless on scholarship).
- Register for the exam.
- Take the exam.

## CRPS-P Provisional Period

- Complete the number of work or volunteer hours necessary to reach 500 hours.
- Track your due dates: CRPS-P Expiration Date: \_\_\_\_\_ CRPS UPGRADE Due Date: \_\_\_\_\_
- Download and provide the [CRPS-P UPGRADE Work or Volunteer Experience Verification Form](#) to each employer who is documenting experience for certification purposes.

## CRPS-P UPGRADE Application: SUBMIT AT LEAST 30 CALENDAR DAYS BEFORE CRPS-P EXPIRATION

- Download and complete the [CRPS-P UPGRADE Application](#).
- Submit the [CRPS-P UPGRADE Application](#) and the certification fee to the FCB.

## TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
<b>Advocacy (4 hours)</b>	<ul style="list-style-type: none"> <li>• Stigma</li> <li>• Social injustice issues relating to factors such as race, culture, sexual orientation, class, disability</li> <li>• Protecting rights</li> <li>• Advocacy strategies to support peers</li> <li>• Influencing and negotiation</li> <li>• Empowerment strategies</li> <li>• Fostering self - advocacy skills among persons served</li> <li>• Concept of self - determination and how to support it</li> </ul>
<b>Mentoring (6 hours)</b>	<ul style="list-style-type: none"> <li>• Motivational Interviewing: (must have 4 hours)</li> <li>• Establishing and terminating the peer relationship</li> <li>• Effective methods to tell personal recovery story</li> <li>• Building supportive relationships</li> <li>• Role-modeling</li> <li>• Inspiring hope</li> <li>• Group process and facilitation</li> <li>• Educational methods</li> <li>• Interpersonal communication principles and methods</li> <li>• Use of person-first language</li> <li>• Wellness planning</li> <li>• Teaching practical living skills, personal care, etc.</li> <li>• Recognizing and fostering resilience</li> </ul>
<b>Recovery Support (6 hours)</b>	<ul style="list-style-type: none"> <li>• Principles of recovery</li> <li>• Processes of recovery and change</li> <li>• Recovery capital</li> <li>• Developing recovery goals and plans</li> <li>• Triggers for mental health symptoms and abuse of substances</li> <li>• Medication (side effects, management)</li> <li>• Trauma-informed services</li> <li>• Person-centered principles and practices</li> <li>• Resource linkage/making referrals</li> <li>• Collaboration methods</li> <li>• Use of self-help groups and other recovery support services</li> <li>• Use of natural support systems</li> <li>• Crisis situations and strategies for intervention</li> </ul>

DOMAIN	TOPICS
<b>Cultural and Linguistic Competence</b> <b>(2 hours)</b>	<p>The US Department of Health and Human Services defines Cultural and Linguistic Competence as follows. Eligible training will reflect these concepts:</p> <ul style="list-style-type: none"> <li>• <u>Linguistic Competence</u>: Providing readily available, culturally appropriate oral and written language services to limited English proficiency (LEP) members through such means as bilingual/bicultural staff, trained medical interpreters, and qualified translators.</li> <li>• <u>Cultural Competence</u>: A set of congruent behaviors, attitudes, and policies that come together in a system or agency or among professionals that enables effective interactions in a cross-cultural framework.</li> <li>• <u>Cultural and Linguistic Competence</u>: The ability of health care providers and health care organizations to understand and respond effectively to the cultural and linguistic needs brought by the patient to the health care encounter.</li> <li>• Cultural competence requires organizations and their personnel to Value diversity; assess themselves; manage the dynamics of difference; acquire and institutionalize cultural knowledge; and adapt to diversity and the cultural contexts of individuals and communities served.</li> </ul>
<b>Motivational Interviewing</b> <b>(4 hours)</b>	<p>The federal Substance Abuse and Mental Health Services Administration (SAMHSA) defines motivational interviewing as follows. Eligible training will reflect these concepts:</p> <ul style="list-style-type: none"> <li>• Motivational Interviewing is a clinical approach that helps people with mental health and substance use disorders and other chronic conditions such as diabetes, cardiovascular conditions, and asthma make positive behavioral changes to support better health. The approach upholds four principles— expressing empathy and avoiding arguing, developing discrepancy, rolling with resistance, and supporting self-efficacy (client’s belief s/he can successfully make a change).</li> </ul>
<b>Vicarious Trauma/Self-care</b> <b>(2 hours)</b>	<p>The American Counseling Association defines Vicarious Trauma as follows. Eligible training will reflect these concepts:</p> <ul style="list-style-type: none"> <li>• The term vicarious trauma, sometimes also called compassion fatigue, is the latest term that describes the phenomenon generally associated with the “cost of caring” for others. Other terms used for compassion fatigue are secondary traumatic stress and secondary victimization. It is believed that professionals who work with trauma survivors experience vicarious trauma because of the work they do. Developing an adequate self-care strategy is key to preventing or overcoming vicarious trauma.</li> </ul>
<b>Professional Responsibility</b> <b>(4 hours)</b>	<ul style="list-style-type: none"> <li>• Federal, state &amp; other governing laws and regulations</li> <li>• Ethics, values and professional conduct/Codes of Conduct</li> <li>• Philosophy of peer support</li> <li>• Boundary issues</li> <li>• Confidentiality</li> <li>• Documentation</li> <li>• Using supervision/consultation</li> </ul>
<b>Whole Health</b> <b>(8-16 hours)</b>	<p>Applicants must complete one of the following whole health training programs:</p> <ul style="list-style-type: none"> <li>• WRAP (16 hours), OR</li> <li>• WHAM (8 hours), OR</li> <li>• Peer Whole Health and Resilience (between 8 to 16 hours, depending on provider), OR</li> <li>• A training program equivalent to WRAP, WHAM or Peer Whole Health and Resilience. Please ask FCB to review and approve the training before completing it for certification purposes.</li> </ul>
<b>Electives</b> <b>(0-4 hours)</b>	<p>The number of electives required depends on the curriculum completed for the Whole Health domain. The content for elective training hours may relate to any of the above performance domains or to addiction, mental health, or veteran/family/youth peer services.</p>