

# Certification Guidelines: Credential Standards and Requirements Table

## Certified Recovery Peer Specialist (CRPS) Provisional and Upgrade



*Define Yourself as a Professional  
through Certification.*

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# CRPS - PROVISIONAL AND UPGRADE STANDARDS & REQUIREMENTS TABLES

The purpose of this document is to provide detailed CRPS-P credential specific information, including CRPS Provisional and Upgrade 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 at 850-222-6314 if you have any questions.

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## CERTIFIED RECOVERY PEER SPECIALIST – PROVISIONAL (CRPS-P)

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The Certified Recovery Peer Specialist – Provisional (CRPS-P) designation is for individuals who have met the formal education and training requirements for the CRPS however do not yet have the required work experience providing client directed care by assisting people to build the skills and relationships needed to achieve and maintain recovery

from substance use and/or mental health conditions. All tasks must reflect the perspective of the person served, meaning the CRPS must apply their skills to meet the individual needs of the client from where he or she is in recovery.

The CRPS-P has demonstrated competency through training in the performance domains of:

- Advocacy
- Mentoring
- Recovery Support
- Professional Responsibility

## LIVED EXPERIENCE ENDORSEMENTS

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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.

When applying for the provisional credential, lived experience is indicated. The route selected is your attestation of your lived experience.

The FCB currently offers four categories of lived experience:

- CRPS-A: Applicants have lived experience as an adult diagnosed with a mental health condition or substance use disorder and is currently living a wellness and recovery-oriented lifestyle for a minimum of two years.
- CRPS-F: Applicants have lived experience as a family member or caregiver to a child or adult diagnosed with a mental health condition or substance use disorder. Individuals with the “family” endorsement have lived experience assisting adult or child family members to navigate the behavioral health services necessary to achieve a wellness and recovery-oriented lifestyle.
- CRPS-V: Applicants have lived experience as a veteran of the armed forces who have been diagnosed with a mental health condition or substance use disorder and is currently living a wellness and recovery-oriented lifestyle for a minimum of two years.
- CRPS-Y: Applicants are currently between the ages of 18 and 29; have lived experience with a significant life challenge(s)\* during the ages of 14-25; and is currently living a wellness and recovery-oriented lifestyle for a minimum of two years.

\* Examples of significant life challenge(s) include but are not limited to: substance use disorder; mental health condition; involvement in any child serving human services agency or public system such as the Department of Juvenile Justice or the Department of Children and Families; or any hardship condition that puts the individual at risk of a mental health condition or substance use disorder.

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. However, **at the time of 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.**

## ADDING ADDITIONAL ENDORSEMENTS

Applicants are strongly encouraged to apply for all endorsements they align with at the time of application however the online application system only allows for the selection of your primary endorsement. For additional endorsements, you will need to complete the *CRPS Lived Experience Attestation Endorsement Form*, which can be found on FCB's website at [www.flcertificationboard.org](http://www.flcertificationboard.org) under Credentials, and email it to your Certification Specialist. If, after the CRPS credential and endorsement(s) is issued, you want to add an additional endorsement, please contact the FCB for assistance.

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

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The Certified Recovery Peer Specialist - Provisional (CRPS-P) designation is for individuals who have met the formal education, training and training requirements for the CRPS however do not yet have the required work experience providing client directed care by assisting people to build the skills and relationships needed to achieve and maintain recovery from substance use and/or mental health conditions.

All CRPS-Ps have demonstrated initial competency through training and testing in the performance domains of:

- Advocacy
- Mentoring
- Recovery Support
- Professional Responsibility

A CRPS-P credential is valid for a 12-month period. While provisionally certified, the individual completes the on-the-job supervision and experience requirements and applies for a CRPS-P upgrade before the provisional credential expires. When the Upgrade application is approved, the individual holds the full CRPS credential.

## APPLICATION PROCESS OVERVIEW

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There are two distinct phases to earning the CRPS credential through the provisional certification and upgrade process.

- Phase 1: Apply for and hold the CRPS-P credential. Once issued, the credential is valid for 12-months. Please see the CRPS-P Standards and Eligibility Requirements section and the CRPS-P Online Application Components and Submission Protocol section of this document for additional details
- Phase 2: While holding the CRPS-P credential, complete on-the-job supervision and experience requirements. Applicants must apply for an upgrade to the CRPS credential BEFORE the CRPS-P credential expires. Please see the CRPS-P Upgrade Standards and Eligibility Requirements section and the CRPS-P Upgrade Online Application Components and Submission Protocol section of this document for additional details.

This document provides you with the program requirements and the process steps to apply for and hold the credential through the two-phase provisional and upgrade process. Please note: The CRPS-P credential is only available for entry-level applicants.

## ONLINE APPLICATION REQUIREMENTS

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There are several process steps involved in applying for certification.

### **To apply for the CRPS-P credential, applicants are responsible to:**

1. Establish an online account in the FCB online system. This is a one-time activity.
2. Create an online Certified Recovery Peer Specialist – Provisional (CRPS-P) application for certification. This is the official application and payment pathway. However, there are additional forms and supporting documentation that must also be submitted to the FCB.
3. Download and complete the *Training Verification Form*. The completed form and supporting documentation can be uploaded to the online application or emailed to your Certification Specialist, once assigned.
4. Save a copy of your high school diploma, GED or transcript for your highest level of education completed.

### **To apply for the CRPS-P Upgrade, applicants are responsible to:**

1. Create an online CRPS-P Upgrade application. This application can only be accessed through the online account and if the applicant holds a valid CRPS-P credential. This is the official application and payment pathway. However, there are additional forms and supporting documentation that must be requested and sent to the FCB.
2. Download the *Work Experience Verification Form, On-the-Job Supervision Verification Form, and Professional Recommendation for Certification Form*; complete Part 1 of each form; provide the form to the appropriate person(s) to complete and submit directly to the FCB on your behalf. DO NOT collect these forms back and submit them yourself. The FCB WILL NOT accept these forms or supporting documentation from an applicant.

The CRPS-P and the CRPS-P Upgrade applications are considered to be successfully submitted when you have progressed through all screens and your fee has been processed. This will generate a system email notifying you that your application has been received and the initial review is underway.

Approximately 3-4 weeks later, you will receive a personal email of introduction from your assigned Certification Specialist, along with the results of the initial review of your application and supporting forms/documentation. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

All applicants have a maximum of 12-months earn each credential, starting from the date the application and the certification fee are received by the FCB.

The length of time for an application to be approved depends on the timeliness and quality of the documents received by the FCB. We strongly recommend that you ensure you understand the certification process and create a plan to complete all steps before completing/submitting either of the online applications.

**Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance.**

## CREATE AN ONLINE ACCOUNT

All applicants MUST first establish an online account with the FCB. Please go to our website at [www.flcertificationboard.org](http://www.flcertificationboard.org) and click on My Account to access the portal.

- If you have an account, simply login.
- If this is your first time working with the FCB, click on the My Account link to create a new account and profile.
- If you have forgotten your login or password, please call the office. DO NOT CREATE MULTIPLE ACCOUNTS.

## CREATE AN ONLINE APPLICATION FOR CERTIFICATION

Applicants will be required to complete and submit two separate online applications. The first is for the provisional credential. The second is for the upgrade to the full CRPS credential.

CRPS-P Application: Once you have access to your online account, select the “Apply for New Certification” button and then select the **Certified Recovery Peer Specialist - Provisional (CRPS-P)** online application. See the [CRPS-P Online Application Components and Submission Protocol](#) section of this document for additional details.

CRPS-P Upgrade Application: This application is available from your account ONLY if you hold a valid CRPS-P application. See the [CRPS-P Upgrade Online Application Components and Submission Protocol](#) section of this document for additional details.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

- You can access the application for a maximum of 45 days. Applications not submitted within 45 days will be automatically deleted, including all data and attachments.
- Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. Please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

## DOWNLOAD AND DISTRIBUTE/COMPLETE REQUIRED FORMS

All credential-specific requirements are documented on FCB forms. All forms are posted online, under Credentials at FCB’s website, [www.flcertificationboard.org](http://www.flcertificationboard.org). All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax to (850) 222-6247.

**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 the applicant for their Certification Specialist’s name and email address. In the absence of a specified person, FCB accepts email at [admin\\_assist@flcertificationboard.org](mailto:admin_assist@flcertificationboard.org).

# CRPS-P STANDARDS AND ELIGIBILITY REQUIREMENTS

| TOPIC  | MINIMUM REQUIREMENT   |
|--|---|
| <p><i>Please review the <a href="#">Candidate Guide: Application Process</a> and the following CRPS-P standards and eligibility requirements for application. For the most current application and exam fees, please see the <a href="#">Fee Schedule</a> posted on FCB's website.</i></p> |   |
| <p><b>DCF Level 2 Background Screening</b></p>   | <p>Statute requires all applicants to pass a Level 2 Background Screening that is conducted thru the Department of Children and Families. FCB will initiate background checks for individuals seeking the CRPS credential.</p> <p>Regardless of if you have been previously approved for a FCB credential or DCF Level 2 Background, you must complete and return the <i>Clearinghouse Applicant Request Form</i> and <i>Privacy Policy Form</i>.</p>   |
| <p><b>Lived Experience</b></p>   | <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. Applicants must select a <u>primary</u> endorsement and must complete at least 50% of the required work experience with others with a similar lived experience.</p> <ul style="list-style-type: none"> <li>• CRPS-A: Applicants have lived experience as an adult diagnosed with a mental health condition or substance use disorder and is currently living a wellness and recovery-oriented lifestyle for a minimum of two years.</li> <li>• CRPS-F: Applications have lived experience as a family member or caregiver to a child or adult diagnosed with a mental health condition or substance use disorder. Individuals with the “family” endorsement have lived experience assisting adult or child family members to navigate the behavioral health services necessary to achieve a wellness and recovery-oriented lifestyle.</li> <li>• CRPS-V: Applicants have lived experience as a veteran of the armed forces who have been diagnosed with a mental health condition or substance use disorder and is currently living a wellness and recovery-oriented lifestyle for a minimum of two years.</li> <li>• CRPS-Y: Applicants are currently between the ages of 18 and 29; have lived experience with a significant life challenge(s)* during the ages of 14-25; and is currently living a wellness and recovery-oriented lifestyle for a minimum of two years.</li> </ul> <p>* Examples of significant life challenge(s) include but are not limited to: substance use disorder; mental health condition; involvement in any child serving human services agency or public system such as the Department of Juvenile Justice or the Department of Children and Families; or any hardship condition that puts the individual at risk of a mental health condition or substance use disorder.</p> |
| <p><b>Formal Education</b></p>   | <p>High School Diploma or General Equivalency Degree.</p> <p>High School Diplomas or General Equivalence Degrees must be eligible for acceptance by colleges or universities holding nationally recognized accreditation through the United States Department of Education and/or Council on Higher Education Accreditation (CHEA).</p>   |
| <p><b>Content Specific Training</b></p>  | <p>40 total clock hours of training, allocated across CORE content, WHOLE HEALTH content and ELECTIVE content, as follows:</p> <p><b>CORE CONTENT – MINIMUM 28 HOURS</b></p> <ul style="list-style-type: none"> <li>• Advocacy: 4 hours minimum</li> <li>• Mentoring: 6 hours minimum</li> <li>• Recovery Support: 6 hours minimum</li> <li>• Cultural and Linguistic Competence: 2 hours minimum</li> <li>• Motivational Interviewing: 4 hours minimum</li> <li>• Vicarious Trauma/Self-Care: 2 hours minimum</li> </ul>   |

| TOPIC  | MINIMUM REQUIREMENT   |
|--|---|
|  | <ul style="list-style-type: none"> <li>Professional Responsibility: 4 hours minimum</li> </ul> <p><b>WHOLE HEALTH CONTENT – Minimum 8-16 HOURS</b></p> <p>Applicants must complete a minimum of 8 hours of training in topics related to whole health. There are several whole health training programs that have been approved by FCB to meet this requirement. Courses that are over 8 hours will be applied to the ELECTIVE requirement. Approved whole health training programs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>WRAP (16 hours)</li> <li>WHAM (8 hours)</li> <li>Peer Whole Health and Resilience (8 to 16 hours, depending on provider)</li> <li>Training equivalent to the content covered in the 3 approved programs (above). FCB strongly recommends seeking pre-approval for whole health courses not listed above.</li> </ul> <p><b>ELECTIVE CONTENT:</b> Hours vary depending on the WHOLE HEALTH training requirement. To calculate elective hours, add 28 CORE hours <i>plus</i> the awarded number of WHOLE HEALTH hours. Subtract this total from 40 to determine the number of required ELECTIVE training hours. Eligible training content is related to the CRPS core competencies.</p> <p><b>PRE=APPROVED TRAINING PROGRAMS:</b> Two training programs have been approved as meeting and/or exceeding the 40 hours training requirements. FCB accepts certificates of completion from either program as evidence as satisfying the full 40 hour CRPS training requirement.</p> <ol style="list-style-type: none"> <li>Helping Others Health (HOH). This curriculum is sponsored by the Florida Department of Children and Families. FCB accepts face-to-face and online delivery of this course. Please contact DCF for information about registration for the HOH curriculum.</li> <li>CASAT Peer Specialist 101 Training. This online course is offered through the University of Reno, Nevada. Please follow this link for information about this curriculum:<br/> <a href="https://www.mycasat.org/courses/peer-support/">https://www.mycasat.org/courses/peer-support/</a></li> </ol> <p>Eligible training must be taken from an FCB Approved Education Provider within the last 10 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Guidelines and Providers are listed online on FCB’s website <a href="http://www.flcertificationboard.org">www.flcertificationboard.org</a> under Education &amp; Training.</p> <p>Recommended training topics for each domain are listed at the end of this document.</p> <p>Content specific training and supporting documentation is submitted to the FCB by the applicant. Applicants must complete (1) the FCB Training Verification Form and (2) attach approved supporting documentation for each entry listed on the Form.</p> |
| <p><b>Please review the <u>Candidate Guide: Examination and Credential Award</u> and the following CRPS-P exam requirements.</b></p> |   |
| Exam   | Certified Recovery Peer Specialist Exam   |



## ONLINE APPLICATION COMPONENTS & SUBMISSION PROTOCOL

| SECTION  | REQUIRED DATA  | REQUIRED ATTACHMENTS  |
|--|--|---|
| <b>Application Pathway (Endorsement)</b>       | When selecting your Application Pathway, you are selecting your primary endorsement.   | No applicant-provided attachments are required. If selecting additional endorsements, please complete the <i>CRPS Additional Endorsement Application Form</i> .   |
| <b>Other Certification or Licensure</b>        | Enter the requested information for any non-FCB certification or license you may hold.<br><br>If you do not hold other credentials, select the “next” button.  | No applicant-provided attachments are required. If you report another credential(s), please upload a copy of the credential.  |
| <b>Formal Education/Degree</b>                 | Enter the requested information for the highest level degree you hold.   | Upload a copy of your high school diploma/GED or transcript.  |
| <b>Content Specific Training</b>               | You are not required to enter any fields of data; you only upload mandatory files.   | Upload a completed <i>Training Verification Form</i> and supporting documentation for each course/training event listed on the form.  |
| <b>Assurance and Release</b>                   | Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.   | There are no applicant-provided attachments in this section.  |
| <b>Final Review and Application Submission</b> | Review all entered information. If any edits need to be made, make them at this time.<br><br>Additional documents cannot be uploaded after you select the “submit” button.<br><br>If you do not select the “submit” button with 45 days of starting the application, the system will delete the application, including all entered data and attachments. | There are no applicant-provided attachments in this section.<br><br>When you submit your application, you will be taken to the fee payment screen.  |
| <b>Fee Payment</b>                             | The certification fee is due at this time. The preferred method is to pay online by credit card.<br><br>Applicants awarded a scholarship and who received a letter indicating award, will stop at the fee payment screen. To exit, close screen.   | Your application is not submitted until payment is made. See the <a href="#">Fee Schedule</a> posted on FCB’s website for most current fees.<br><br>Credit card payments made online are secure and have no additional fees. Payments may also be made by money order/check. Credit card payments made by phone will incur an additional \$5.00 convenience fee per transaction.<br><br><b>All fees are non-refundable.</b> |

# CRPS-P UPGRADE

## STANDARDS AND ELIGIBILITY REQUIREMENTS

During the 12-month provisional certification period, on-the-job supervision and experience requirements must be satisfied and an upgrade to the full CRPS credential must be completed before the provisional expiration period. The following table provides all upgrade requirements and the process steps to apply for and hold the CRPS credential in a timely manner.

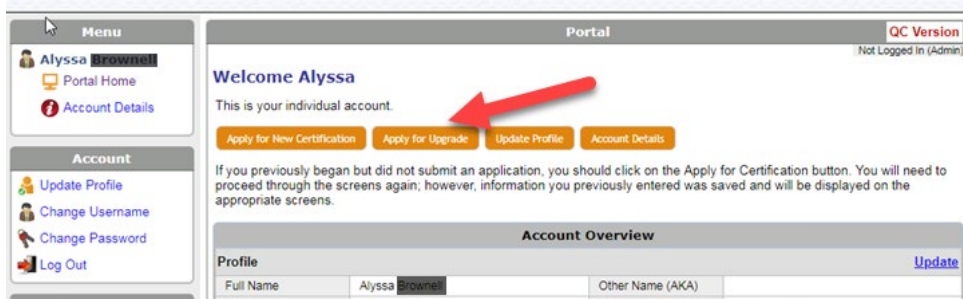
| TOPIC  | MINIMUM REQUIREMENT  |
|--|--|
| <p><i>Please review the <a href="#">Candidate Guide: Application Process</a> and the following CRPS standards and eligibility requirements for application. For the most current application and exam fees, please see the <a href="#">Fee Schedule</a> posted on FCB's website.</i></p> |  |
| <p><b>Provisional Certification</b></p>  | <p>Applicant must have an active CRPS Provisional credential. Eligible applicants will be able to access the Upgrade application from their online profile. This application is only available through the online system to people who are currently provisionally certified.</p>  |
| <p><b>Related Work Experience</b></p>  | <p>500 hours of supervised work and/or volunteer experience. At least 250 hours of experience must be specific to providing peer support to others with similar lived experience as indicated by your primary endorsement selection.</p> <p>Work and/or volunteer experience must be directly related to the core competencies of the credential and must have occurred within the last 5 years.</p>   |
| <p><b>On-the-Job Supervision</b></p>   | <p>16 hours of on-the-job supervision of the applicant's performance of peer support services in paid or volunteer capacity.</p> <p>Of the 16 hours, a minimum of 4 hours of supervision must be provided and documented in each of the following categories.</p> <ol style="list-style-type: none"> <li>1. Advocacy</li> <li>2. Mentoring</li> <li>3. Recovery Support</li> <li>4. Professional Responsibility</li> </ol> <p>For certification purposes, the FCB benchmarks reasonable and achievable supervision at the rate of 3 hours per week/156 hours per year.</p> <p>Supervision at the peer level focuses on client interaction and improving a peer's skill set to effectively serve their client base. Eligible supervision can be individual, one-on-one supervision and/or observation of skills OR group supervision/case staffings.</p> <p>At least 50% of the hours of supervision must be individual, one-on-one supervision and/or observation of skills. No more than 50% of the required hours of supervision may be in a group setting.</p> <p>Supervision must be provided by a qualified supervisor. Qualified supervisors for CRPS applicants include the applicant's immediate supervisor, trainer, mentor, quality assurance staff, officer or director of the agency.</p> <p>Eligible on-the-job supervision occurred within the last 5 years.</p> |
| <p><b>Cross-Over Work Experience and</b></p>   | <p>An applicant for the CRPS may use experience from <b>one</b> of the following cross-over positions:</p>   |

| TOPIC  | MINIMUM REQUIREMENT  |
|--|--|
| <b>On-the-Job Supervision</b>  | <ul style="list-style-type: none"> <li>Up to <b>250</b> hours as a CRRA. Remaining hours must be spent providing direct recovery support to persons with similar lived experience in the domains of advocacy, mentoring and recovery support.</li> <li>Up to <b>250</b> hours as a CRSS. Remaining hours must be spent in providing direct recovery support to persons with similar lived experience in the domains of advocacy, mentoring and recovery support.</li> <li>No work hours as a BHT or other credential can be applied towards the CRPS application.</li> </ul> <p>On-the-Job Supervision hours can only be applied for the percentage of work experience approved.</p> |
| <b>Recommendations</b>   | Three (3) professional letters of recommendation for certification.  |
| <b>Please review the <u>Candidate Guide: Credential Maintenance and Renewal</u> and the following CRPS requirements.</b> |  |
| <b>Continuing Education</b>  | <p>10 hours per year. Training content must be related to at least one of the CRPS performance domains as indicated under Content Specific Training.</p> <p>Continuing Education (CE) credit hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course is taken annually).</p>  |
| <b>Renewal</b>   | Annual, on June 30th of each calendar year.  |

## CRPS-P UPGRADE

### ONLINE APPLICATION COMPONENTS & SUBMISSION PROTOCOL

After logging into your online account, click on the Apply for Upgrade button, which is located at the top of your profile as shown below. Note: this button will only appear for individuals who hold a CRPS-P credential in good standing.



After clicking on the “apply for Upgrade” button, complete all sections of the online application as follows.

| SECTION           | REQUIRED DATA  | REQUIRED ATTACHMENTS  |
|-------------------|--|---|
| <b>References</b> | <p>You are required to identify at least one supervisor who provided you with on-the-job supervision for certification purposes.</p> <p>You are required to identify the three individuals who will submit recommendations for certification</p> | <p>There is not an option to upload documents to this section of the application.</p> <p>You must download the <i>On-the-Job Supervision Verification Form</i> and provide a copy to each</p> |

| SECTION  | REQUIRED DATA   | REQUIRED ATTACHMENTS   |
|--|---|--|
|  | <p>on your behalf. Three professional references are required.</p>  | <p>supervisor for completion &amp; submission to the FCB.</p> <p>You must download the <i>Professional Recommendation for Certification Form</i> from the FCB website and provide a copy to your references for completion &amp; submission to the FCB.</p> <p><b>Note: Do not collect completed supervision or recommendation forms and submit them to the FCB yourself.</b></p>  |
| <b>Current Employer</b>                        | <p>Enter the requested information for your current employer AND each additional employer you will contact to document the required work experience hours.</p>  | <p>There are no applicant-provided attachments in this section.</p> <p>You must download the <i>Work Experience Verification Form</i> and provide a copy to each employer for completion &amp; submission to the FCB.</p> <p><b>Note: Do not collect completed work verification forms and submit them to the FCB yourself.</b></p>  |
| <b>Assurance and Release</b>                   | <p>Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.</p>   | <p>There are no applicant-provided attachments in this section.</p>  |
| <b>Final Review and Application Submission</b> | <p>Review all entered information. If any edits need to be made, make them at this time.</p> <p>Additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 45 days of starting the application, the system will delete the application, including all entered data and attachments.</p> | <p>There are no applicant-provided attachments in this section.</p> <p>When you submit your application, you will be taken to the fee payment screen.</p>  |
| <b>Fee Payment</b>                             | <p>The certification fee is due at this time. The preferred method is to pay online by credit card.</p> <p>Scholarships will not cover the upgrade fee.</p>   | <p>Your application is not submitted until payment is made. See the <a href="#">Fee Schedule</a> posted on FCB’s website for most current fees.</p> <p>Credit card payments made online are secure and have no additional fees. Payments may also be made by money order/check. Credit card payments made by phone will incur an additional \$5.00 convenience fee per transaction.</p> <p><b>All fees are non-refundable.</b></p> |

# CRPS-P UPGRADE HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

The following are submitted by those completing the form on behalf of the applicant:

- Work Experience Verification Form*
- On-the-Job Supervision Verification Form*
- Professional Recommendation for Certification Form*

Your assigned Certification Specialist will upload all hard copy documents to your online application. You will be able to track the status of each requirement from your online account.

| REQUIRED DOCUMENTATION                     | APPLICANT PROVIDED   | NON-APPLICANT SOURCE  |
|--|--|---|
| <b>Work Experience Verification</b>        | <p>Online Application: Report employer(s) who will submit verification documentation.</p> <p>Hard Copy Document: Provide each employer with a <i>Work Experience Verification Form</i></p>                             | <p>Hard Copy Document: Employer completes and submits related work experience on the <i>Work Experience Verification Form</i>. Employers must attach a position description on agency letterhead specifying all related duties.</p> |
| <b>On-the-Job Supervision Verification</b> | <p>Online Application: Report supervisor(s) who will submit verification documentation.</p> <p>Hard Copy Document: Provide each supervisor with an <i>On-the-Job Supervision Verification Form</i>.</p>                | <p>Hard Copy Document: Supervisor completes and submits <i>On-the-Job Supervision Verification Form</i> directly to the FCB.</p>  |
| <b>Recommendation for Certification</b>    | <p>Online Application: Report individuals who will submit a recommendation for certification.</p> <p>Hard Copy Document: Provide each individual with a <i>Professional Recommendation for Certification Form</i>.</p> | <p>Hard Copy Document: Individual providing the recommendation completes and submits the <i>Professional Recommendation for Certification Form</i> directly to the FCB.</p>   |

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

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made 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 the applicant for their Certification Specialist’s name and 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

# CERTIFICATION PROCESS CHECKLIST

By submitting the CRPS-P application, 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 and Application for the CRPS-P

- Online account created.
- Online application submitted.
  - Select application pathway for your primary endorsement.
  - Complete and email *CRPS Lived Experience Attestation Endorsement Form* (if more than one endorsement is requested).
  - Identify current or prior licenses/certifications, if held.
  - Identify highest level of education completed. Save and upload copy of diploma or transcript.
  - Complete and upload the *Training Verification Form* and supporting documents.
- Fee payment made, unless scholarship has been approved. Fee includes application and exam fees. All fees are non-refundable.

## Exams

- Receive approval to register for the exam(s).
- Register for the exam(s)
- Take the exam(s)

## FCB System Registration and Application for the CRPS-P Upgrade

- Online application submitted
  - Identify individuals who will submit *Professional Recommendation for Certification Forms*. Download and distribute the required form to each individual for completion & submission.
  - Identify individual(s) who will submit *On-the-Job Supervision Verification Form(s)*. Download and distribute the required form to each individual for completion & submission.
  - Identify current and/or past employers who will submit *Work Experience Verification Form(s)*. Download and distribute the required form to each individual for completion & submission.
- Fee payment made. All fees are non-refundable.

## 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>• 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> |
| <b>Cultural and Linguistic Competence (2 hours)</b> | <ul style="list-style-type: none"> <li>• Culturally appropriate oral and written language services</li> <li>• Bilingual/bicultural training</li> <li>• Cultural Competence – personal and organizational</li> <li>• Diversity – knowledge and assessment</li> <li>• Cross-cultural Framework</li> </ul>   |
| <b>Motivational Interviewing (4 hours)</b>          | <ul style="list-style-type: none"> <li>• Client-Centered Counseling Skills</li> <li>• Empathetic counseling skills</li> <li>• Effective behavior change</li> <li>• Building Rapport</li> </ul>  |

| DOMAIN                                       | TOPICS   |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Support self-efficacy or confidence</li> <li>• Active listening</li> <li>• Treating resistance</li> </ul>   |
| <b>Vicarious Trauma/Self-Care (2 hours)</b>  | <ul style="list-style-type: none"> <li>• Compassion fatigue</li> <li>• Developing a self-care strategy</li> <li>• Secondary traumatization</li> <li>• Victimization/secondary victimization</li> <li>• Countertransference</li> </ul>  |
| <b>Professional Responsibility (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 (8-16 hours)</b>             | <p>Applicants must complete a minimum of 8 hours of training in topics related to whole health.</p> <ul style="list-style-type: none"> <li>• WRAP (16 hours)</li> <li>• WHAM (8 hours)</li> <li>• Peer Whole Health and Resilience (8 to 16 hours, depending on provider)</li> <li>• Training equivalent to the content covered in the 3 approved programs (above). FCB strongly recommends seeking pre-approval for whole health courses not listed above.</li> </ul> |
| <b>Electives (0-4 hours)</b>                 | <p>Hours vary depending on the WHOLE HEALTH training requirement. To calculate elective hours, add 28 CORE hours <i>plus</i> the awarded number of WHOLE HEALTH hours. Subtract this total from 40 to determine the number of required ELECTIVE training hours. Eligible training content is related to the CRPS core competencies.</p>  |