



Certified Recovery Peer Specialist (CRPS)

STANDARD APPLICATION PATHWAY

Requirements and Application Process

The FCB is pleased to offer the Certified Recovery Peer Specialist (CRPS) credential.

A recovery peer specialist is someone who has been “successful in the recovery process who helps others experiencing similar situations. Through shared understanding, respect, and mutual empowerment, peer support workers help people become and stay engaged in the recovery process and can effectively extend the reach of treatment beyond the clinical setting into the everyday environment of those seeking a successful, sustained recovery process.”¹

Those with the CRPS credential have completed specified training, supervised work, supervision, professional recommendation, and testing requirements in the following performance domains:

- Advocacy
- Recovery Support
- Mentoring
- Professional Responsibilities

The CRPS credential does not permit independent practice; CRPS’ are authorized to offer services in community mental health centers and licensed inpatient or outpatient mental health treatment settings. This document outlines CRPS standards, requirements, application policies, and procedures. Additional policies can be found on the FCB website and in the FCB Candidate Guides.

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¹ <https://www.samhsa.gov/brss-tacs/recovery-support-tools/peers>

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CRPS Credential Structure

The peer specialist credential has two components: the CRPS credential itself and lived experience endorsements.

The CRPS credential indicates measurable competency in the following performance domains:

- Advocacy
- Recovery Support
- Mentoring
- Professional Responsibilities

Lived experience is a foundation of peer-to-peer services. As such, all CRPS applicants must select a primary lived experience endorsement at the time of application. The endorsement requires, at a minimum, a self-attestation of lived experience and a minimum of 250 hours of supervised experience providing peer support to others with individuals with similar lived experience.

The FCB issues the following endorsements:

- Adult (A) Applicants have personal lived experience as an adult navigating mental health, substance use, or other recovery as an adult with a mental health condition or substance use disorder and are currently living a wellness and recovery-oriented lifestyle for a minimum of two years.
- Family (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 supporting adult or child family members through recovery or systems of care necessary to achieve a wellness and recovery-oriented lifestyle.
- Veteran (V) Applicants have lived experience related to military service and its impact on health, recovery, or community reintegration as a veteran of the armed forces who also have been diagnosed with a mental health condition or substance use disorder and are currently living a wellness and recovery-oriented lifestyle for a minimum of two years.
- Youth (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 are currently living a wellness and recovery-oriented lifestyle for a minimum of two years. Significant life challenges include experience with mental health, substance use, or systems involvement during adolescence or young adulthood.
- Criminal Justice (CJ) Applicants have experience with incarceration, probation/parole, or other aspects of the criminal justice system due to a mental health condition and/or substance use disorder and are living a wellness and recovery-oriented lifestyle for a minimum of two years.

The CRPS application allows for one lived experience endorsement at the time of application. At least half of the work experience and supervision hours must demonstrate peer support to others sharing the lived experience category.

Additional Endorsements: The FCB recognizes that many peers identify with multiple categories of lived experience. Certified peers may add additional endorsements AFTER the CRPS is issued.

Provisional Certification Endorsements: The FCB does not issue lived experience endorsements with a provisional credential. The lived experience endorsement is addressed when the provisional credential is upgraded to the full CRPS credential.

Application Pathways

There are two pathways to apply for the CRPS credential: the Standard pathway and the Provisional/Upgrade pathway.

Standard: for applicants who have completed all requirements prior to application.

Provisional/Upgrade: For applicants who have completed training and need to fulfill 500 hours of supervised experience, a provisional credential is available. This credential is issued after meeting the training and testing requirements and is valid for 12 months, providing time to complete the required work experience. Once the 500 hours are completed, the applicant may apply to upgrade to a full credential. The upgrade application must include documentation of supervised experience, letters of recommendation, and identification of the primary endorsement.

**This document is for applicants completing the
STANDARD APPLICATION PATHWAY.**

The Application Process

Step 1: Creating and Accessing Your FCB Account

Before applying for the CRPS credential, you must have an FCB online account. You can create or access your FCB account and find the CRPS credential applications on the website flcertificationboard.org.

Step 2: Understanding the Credentialing Process

The process of applying for the CRPS credential involves several steps:

Create or Access an FCB Account: You need an FCB account to access the CRPS online applications.

Complete an Online Application: Start by filling out the online application to provide initial information about yourself; note that this does not constitute the complete application.

Upload Training Verification Documents: Attach all required documents to your application.

Download and Distribute Required Forms: Obtain necessary forms from the FCB website and distribute them to the appropriate individuals who must complete and submit them on your behalf.

Monitor Your Email and FCB Account: Regularly check for emails from your assigned Certification Specialist and for automatically generated system emails. Log in to your FCB account frequently and respond promptly to any inquiries or required actions to move your application process forward.

After your account, online application, and supporting documents are approved by FCB, you will be eligible to take the CRPS examination. Upon passing the exam, FCB will issue your CRPS credential.

Step 3: Connecting with Your Certification Specialist

After you submit the online application and fee, a Certification Specialist will be assigned to you. This specialist will serve as your primary point of contact throughout the credentialing process.

You should receive an email from your assigned Certification Specialist within 30 business days after your application submission and approval. Email is the primary means of communication; make sure to regularly check your inbox for messages from your Certification Specialist and for automatically generated system emails. These emails will instruct you to log into your account, view updates, and perform any necessary actions.

If you need immediate assistance or prefer to speak directly, you may also call the office to speak with your Certification Specialist.

Timeframes

Certification Specialists will notify applicants of the results of the initial application review within 30 days of receiving a complete, paid application. The time needed to process an application varies based on the current workload and the quality of the supporting documents submitted. Applicants have up to 12 months from the date of application acceptance to obtain their credential, including passing any required exams. If needed, a continuation fee can be paid to extend the processing period by an additional 12 months.

CRPS STANDARD APPLICATION Requirements

Table 1 outlines the full requirements to earn the Certified Recovery Peer Specialist (CRPS) credential under the standard application pathway. Table 2 describes the necessary supporting documentation requirements.

Table 1: CRPS Requirements – Standard Application

Topic		Certified Recovery Peer Specialist (CRPS) Requirements																						
Background Screening		Applicants are required to pass a Level 2 employment background screening as specified by section 397.417(4) F.S. The FCB does not perform these background checks; instead, it verifies the applicant’s eligibility to work with the credential’s target population through access to the state’s Background Clearinghouse. The Certification Specialist will guide the applicant on the necessary steps to take.																						
Formal Education		Applicants are required to hold a high school diploma or higher. Eligible high school diplomas are recognized by the issuing state’s Department of Education as eligible for pursuing higher education. A copy of the diploma or unofficial college transcripts may be submitted to fulfill the requirement.																						
Content Specific Training		<div>Applicants are required to complete and document 40 hours of content-specific training that took place within the 10 years prior to the application date. However, coursework from a degree does not expire.</div> <table><tr><th>Training Topic</th><th>Training Hours</th></tr><tr><td>Advocacy</td><td>4</td></tr><tr><td>Mentoring</td><td>6</td></tr><tr><td>Recovery Support</td><td>6</td></tr><tr><td>Cultural and Linguistic Competence</td><td>2</td></tr><tr><td>Motivational Interviewing</td><td>4</td></tr><tr><td>Vicarious Trauma/Self-Care</td><td>2</td></tr><tr><td>Professional Responsibilities</td><td>4</td></tr><tr><td>Whole Health (i.e., WRAP, WHAM, Peer Whole Health and Resilience, etc.)</td><td>8</td></tr><tr><td>Trauma-Informed Care</td><td>4</td></tr><tr><td>Total Training Hours</td><td>40</td></tr></table> <div>Eligible training must be taken within the last 5 years (no time limit on college coursework taken as part of a degree program). FCB Eligible Training Providers are listed online at http://flcertificationboard.org/resources/approved-education-providers/</div>	Training Topic	Training Hours	Advocacy	4	Mentoring	6	Recovery Support	6	Cultural and Linguistic Competence	2	Motivational Interviewing	4	Vicarious Trauma/Self-Care	2	Professional Responsibilities	4	Whole Health (i.e., WRAP, WHAM, Peer Whole Health and Resilience, etc.)	8	Trauma-Informed Care	4	Total Training Hours	40
Training Topic	Training Hours																							
Advocacy	4																							
Mentoring	6																							
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Cultural and Linguistic Competence	2																							
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Lived Experience Endorsement		Available endorsements are Adult (A), Family (F), Veteran (V), Youth (Y), and Criminal Justice (CJ).																						

Topic	Certified Recovery Peer Specialist (CRPS) Requirements
	<p>Applicants must select a primary endorsement of lived experience at the time of application. Half of the work experience and supervision hours must involve providing peer support to individuals who share the applicant's primary lived experience category.</p> <p>Certified peers may add additional endorsements AFTER the CRPS is issued.</p>
<p>Related Work Experience</p>	<p>Applicants must complete 500 hours of relevant work experience. Eligible CRPS work experience must document the applicant's non-clinical responsibility to provide direct support to those with substance use disorders or mental health conditions to achieve and maintain a recovery and wellness-oriented lifestyle.</p> <p>To qualify, the experience must (1) have occurred within the 10 years preceding the application and (2) be verified by current or former employers. At least 250 of these hours must involve providing peer support to individuals who share the applicant's primary lived experience category.</p> <p>Cross-over Work Experience. The FCB will approve up to 200 hours of work experience approved by applicants who hold the Certified Recovery Support Specialist (CRSS) or the Certified Recovery Residence Administrator (CRRRA) credential. The remaining 300 hours must reflect advocacy, mentoring, and recovery support job tasks.</p>
<p>On-the-Job Supervision</p>	<p>Applicants must complete 16 hours of direct supervision. To qualify, the supervision must (1) have occurred within the 10 years prior to the application, (2) not exceed 3 hours per week or 156 hours per year, and (3) be documented by current or former supervisors.</p>
<p>Recommendations for Certification</p>	<p>Applicants must submit three professional letters of recommendation for certification. These recommendations should be (1) written by individuals familiar with the applicant's work history and job performance, (2) completed using an FCB recommendation form, and (3) sent directly to the FCB on the applicant's behalf. Eligible recommenders must know the applicant in a professional capacity and should not be subordinates, relatives, or anyone else who might have a conflict of interest.</p>
<p>Exam</p>	<p>Applicants must achieve a passing score on a 100-item multiple-choice exam. The exam blueprint, available online, details the performance domains and core competencies for the credential. It specifies the number of questions per domain and further breaks down the number of questions for each competency within those domains. The Passing score is 70%.</p>
<p>Credential Award</p>	<p>The credential is awarded upon achieving a passing score on the exam. To maintain certification, individuals must:</p> <ol style="list-style-type: none"> 1. Adhere to the FCB Code of Ethical and Professional Conduct. 2. Complete 10 hours of continuing education annually. 3. Renew their credential each year by June 30th. <p>For more detailed information, please refer to Table 3: Credential Award and Maintenance Requirements.</p>

CRPS STANDARD APPLICATION Documents and Submission Protocols

Overview

As a CRPS applicant, you are required to submit documentation for each credential requirement. Some documents must be submitted by **you directly**, while others must be submitted **by third parties** on your behalf. These supporting materials are critical for verifying your eligibility and must be submitted in accordance with FCB policies.

Required Documentation

The following documentation must be provided as part of your application:

Education

- A copy of your high school diploma *or* an official college transcript.

Training

- Content specific training certificates.

Lived Experience

- A signed attestation of lived experience confirming your personal qualifications relevant to the CRPS role.

Work Experience

- Verification of related work experience in a peer support or behavioral health setting.

Supervision

- Verification of on-the-job supervision specific to your peer specialist responsibilities.

Recommendations

- Letters of recommendation in support of your certification.

Application Forms

The documents listed above must be submitted **with or on the appropriate FCB forms**, all of which are available on the FCB website. The following forms are **required** for the CRPS application process:

- ☐ **CRPS Training Verification Form**
- ☐ **CRPS Lived Experience Verification & Attestation Form**
- ☐ **CRPS Work Experience Verification Form**
- ☐ **CRPS On-the-Job Supervision Verification Form**
- ☐ **Recommendation for Certification Form**

Each form must be **accurately completed** and accompanied by the relevant documentation. Incomplete or incorrectly submitted forms may delay your application review.

Third-Party Submission Requirements

Please be aware that the following documents **must not be submitted by the applicant directly**. Instead, they **must be submitted by appropriate third parties** (e.g., supervisors, employers, professional contacts) **directly to the FCB**:

- Verifications of work experience
- Verifications of on-the-job supervision
- Letters of recommendation

The FCB will not accept these documents if they are submitted by the applicant. Ensuring that third parties submit these materials on your behalf is your responsibility.

Final Reminders

- All documentation should be uploaded or attached to the appropriate application forms.
- Verify submission requirements and methods with each third-party contributor early in the process.
- Maintain personal copies of all submitted documents.

Table 2 describes the necessary supporting documentation requirements.

Table 2: CRPS Standard Application – Supporting Documents Requirements

Topic	Documentation Requirements
Formal Education	Applicants are required to document their formal education in the online application by filling out the necessary data fields and uploading a copy of their high school diploma or an unofficial copy of their transcript.
Lived Experience	Applicants are required to document their lived experience within the online application. They will complete the CRPS Lived Experience and Attestation Form, available online, and submit the completed form to their assigned Certification Specialist.
Content-Specific Training	Applicants must document their content-specific training within the online application. They will complete the appropriate training verification form, available online, and upload both the completed form and the training certificates for each event listed on the form to the online application.
Related Work Experience	Applicants are required to enter details of their work experience in the online application. They must provide their employers with the CRPS Work Experience Verification Form, which is available online. Employers are then responsible for completing this form and submitting it to the FCB on the applicant's behalf, along with an attached position description for the role they are verifying.

Topic	Documentation Requirements
On-the-Job Supervision	Applicants must record details about their direct supervision and supervisors in the online application. They should provide their supervisors with the CRPS On-the-Job Supervision Verification Form, available online, to be filled out and submitted directly to the FCB on the applicant's behalf.
Recommendations	Applicants must list individuals who will provide recommendations for certification in the online application. They should give each reference an FCB Recommendation for Certification form, available online, to complete and submit directly to the FCB on the applicant's behalf.

CRPS EXAM Registration, Exam Overview, Scoring, and Retesting

Registration Process

You may register for the CRPS exam only after the Board has approved all components of your application and supporting documentation. Once approved, you will receive a system-generated email confirming that you are eligible to register for the exam.

Your assigned Certification Specialist will assist you throughout the registration process. They will provide you with two important documents:

- **Exam Confidentiality Agreement**
- **Exam Pre-Registration Form**

After you complete these documents, they will be uploaded to your application record. The Exam Pre-Registration Form will also be sent to the Board's Testing Unit.

Next, you will receive an email from the Testing Unit with instructions on how to complete your exam registration online. You will:

1. Select a test site.
2. Click the provided link to access their testing calendar.
3. Choose your preferred test date and time.
4. Pay the **proctoring fee** (note: this fee is paid directly to the test site via the registration system; the FCB does not collect this fee).

Important:

Bring a valid government-issued photo ID to the test site. Your name on the ID must match exactly with the name used during exam registration. If there is a mismatch, you will be denied entry and will need to reschedule.

- You will **not** be charged a second exam fee.
- However, the **test site may charge another proctoring fee**.

If you need to reschedule your exam, contact the Board at least **three business days** before your scheduled test date. The Board will assist you with the rescheduling process.

Test Preparation

The CRPS exam assesses the essential knowledge and skills needed to fulfill the core responsibilities of a peer specialist. The exam blueprint outlines the number of questions related to each core competency.

To help you prepare:

- The required **CRPS training** is designed to teach the foundational knowledge needed to pass the exam.
- The **CRPS Training Self-Assessment and Test Preparation Guide** offers:
 - Tips for taking online multiple-choice exams

- Study strategies and anxiety management techniques
- A self-study workbook aligned with the CRPS Exam Blueprint

Additionally, the Board offers an **online CRPS Exam Preparation Course**. Visit the CRPS sub-page for details.

Exam Overview

- **Format:** 100 multiple-choice questions
- **Delivery:** Computer-based, at approved statewide testing sites (typically colleges/universities)
- **Fees:**
 - **Exam fee** is paid to the Board
 - **Proctoring fee** (maximum \$35) is paid directly to the test site
- **Question structure:**
 - One correct and two plausible but incorrect answers per item
 - All questions are equally weighted (1 point each)
- **Passing score:** 70%

Scoring and Retesting

- You will see your **unofficial score immediately** after completing the exam.
- **Official scores** are processed weekly and added to your application record.
 - If you **pass**, you'll receive a congratulatory email confirming your CRPS credential and outlining next steps.
 - If you **do not pass**, you'll receive a **Strengths and Opportunities Report**. This report shows how many questions you answered correctly by:
 - Performance domain
 - Cognitive level (recall, comprehension, analysis)
 Use this report to guide your study for a retest.

Retesting Guidelines

- Contact your Certification Specialist to schedule a retest.
 - Retests require payment of both the **exam fee** and the **proctoring fee**.
 - There is a **30-day waiting period** between test attempts.
 - You must request a retest **before the 12-month application period expires**. If you do not, your record will be closed, and a continuation fee will be required to reopen it.

CRPS Credential Award, Maintenance, and Renewal

The CRPS credential is awarded when a passing score on the CRPS exam is entered into the certification database. To maintain certification, you must meet the maintenance and renewal requirements detailed in Table 3.

Table 3: Credential Award, Maintenance, and Renewal Requirements

Topic	Minimum Requirement
Credential Award	The CRPS credential is issued for a one-year period. Since credentials are issued throughout the year, the initial expiration date may be slightly more or less than a full year from the issue date. After the first renewal, the credential will expire annually on June 30.
Ethical Conduct	Uphold the FCB Code of Ethical and Professional Conduct and comply with reporting, investigation, and disciplinary procedures.
Continuing Education	Ten (10) hours of continuing education are required each year and must be submitted to the FCB during the renewal period. The training must be relevant to at least one of the CRPS performance domains. CE credits or hours must be non-repetitive, meaning the same course cannot be counted more than once during each credentialing period, even if it is taken annually.
Renewal	Timely renewal requires submitting an online renewal application, paying the renewal fee, and confirming compliance with continuing education requirements. The credential expires annually on June 30. A 30-day grace period is allowed for late payments, but any renewal submitted in July must include CE documentation. Credentials not renewed by August 1 will be placed on inactive status. To reactivate or reinstate an inactive credential, applicants must contact the FCB directly.

Certification Application Process Checklist

Account & Application

- ☐ Create an online FCB account.
- ☐ Create an online CRPS application.

Documentation

- ☐ Identify the highest level of education you have completed and upload a copy of your high school diploma, GED or unofficial college transcript.
- ☐ Upload completed Training Verification Form(s) and supporting documentation to demonstrate compliance with the content-specific training requirements.
- ☐ Identify current and/or past employers who will verify your work experience. Download the CRPS Work Experience Verification Form, provide it to each employer, and have them complete and submit it to the FCB on your behalf.
- ☐ Identify current and/or past supervisors who will verify your direct supervision. Download the CRPS On-the-Job Supervision Verification Form, provide it to each supervisor, and have them complete and submit it to the FCB on your behalf.
- ☐ Identify individuals who will submit a letter of recommendation in support of your CRPS certification application. Download the Recommendation for Certification Form, provide it to each reference, and have them complete and submit it to the FCB on your behalf.

Fee Payment

- ☐ Pay the non-refundable application fee. This is the final step in the online application process. Applications that remain unpaid for 30 days will be automatically deleted, requiring the applicant to start the process over. The application will enter the work queue once the online payment is completed.*

Monitor Email

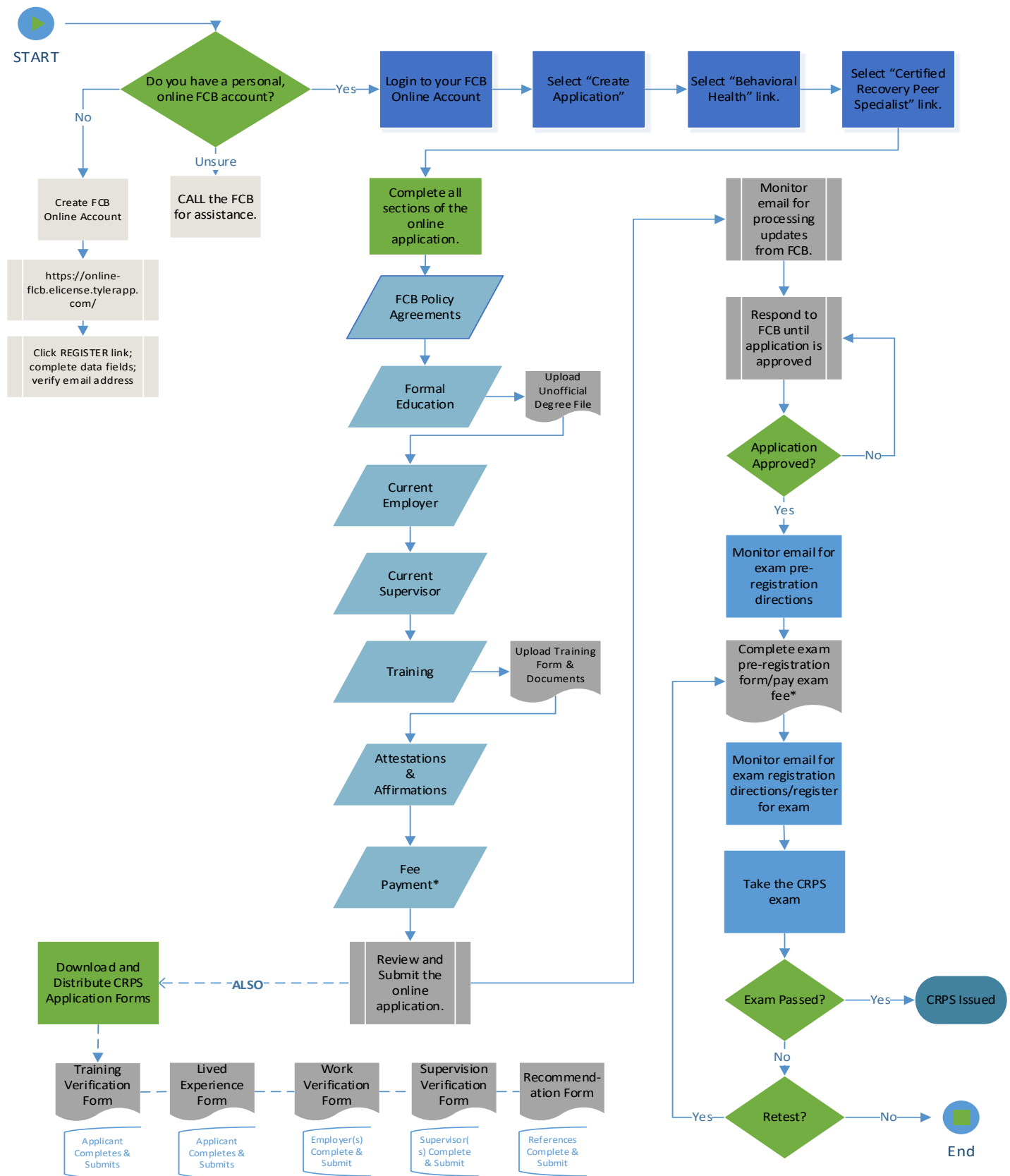
- ☐ Within 30 days, you will receive an email from your assigned Certification Specialist with the status of your application, indicating whether the requirements are approved, pending, or denied.
- ☐ Continue to monitor your email for updates and information from your Certification Specialist. Applicants have 12 months to resolve any deficiencies and pass the exam.

Examination

- ☐ Receive approval to register for the examination.
- ☐ Follow exam pre-registration and registration procedures (directions are given after application approval).
- ☐ Take the examination.

*Applicants who were awarded the CRPS scholarship will see a zero-balance due at the checkout screen.

Certification Application Process Flowchart



*Applicants who were awarded the CRPS scholarship will see a zero-balance due at the checkout screen