Certified Recovery Residence Administrator (CRRA)
STANDARD APPLICATION PATHWAY
Requirements and Application Process

The FCB is pleased to offer the Certified Recovery Residence Administrator (CRRA) credential.

The CRRA credential is for people who operate and administer recovery residences, which are sober, safe and wellness-oriented living environments that promote sustained recovery from substance use conditions. CRRAs are responsible for the oversight of staff, volunteers and residents according to the standards established by the Florida Association of Recovery Residences (FARR).

The CRRA designates competency in the domains of

- Recovery Residence Operations and Administration
- Maintaining the Physical Residence
- Resident Screening and Admission
- Resident Recovery Support
- Professional Responsibilities

Individuals holding the CRRA have met the individual certification requirements of s. 397.4871, F.S. Further, holding a CRRA is a requirement of s. 397.487, F.S., which governs credentialing of the recovery residence itself.

This document outlines CRRA standards, requirements, application policies, and procedures. Additional policies can be found on the FCB website and in the FCB Candidate Guides.

Table of Contents

Table of Contents 1

Application Pathways 3

The Application Process 4

Step 1: Creating and Accessing Your FCB Account 4

Step 2: Understanding the Credentialing Process 4

Step 3: Connecting with Your Certification Specialist 4

Timeframes 4

CRRA STANDARD APPLICATION Requirements 5

Table 1: CRRA Requirements – Standard Application 5

CRRA STANDARD APPLICATION Documents and Submission Protocols 7

Table 2: CRRA Standard Application – Supporting Documents Requirements 8

CRRA EXAM Registration, Exam Overview, Scoring, and Retesting 9

CRRA Credential Award, Maintenance, and Renewal 9

Table 3: Credential Award, Maintenance, and Renewal Requirements 11

Certification Application Process Checklist 11

Certification Application Process Flowchart 13

Application Pathways

There are two pathways to apply for the CRRA 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 1,000 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 1,000 hours are completed, the applicant may apply to upgrade to a full credential. The upgrade application must include documentation of supervised experience, and letters of recommendation.

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

Step 2: Understanding the Credentialing Process

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

Create or Access an FCB Account: You need an FCB account to access the CRRA 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 CRRA examination. Upon passing the exam, FCB will issue your CRRA 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.

CRRA STANDARD APPLICATION Requirements

Table 1 outlines the full requirements to earn the Certified Recovery Residence Administrator (CRRA) credential under the standard application pathway. Table 2 describes the necessary supporting documentation requirements.

Table 1: CRRA Requirements – Standard Application

<table>
<tr><th>Topic</th><th>Certified Recovery Residence Administrator (CRRA) Requirements</th></tr>
<tr><td>Background Screening</td><td>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.</td></tr>
<tr><td>Formal Education</td><td>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.</td></tr>
<tr><td>Content Specific Training</td><td>Applicants are required to complete and document 100 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.
<table>
<tr><th>Training Topic</th><th>Training Hours</th></tr>
<tr><td>Recovery Residence Operations and Administration</td><td>20</td></tr>
<tr><td>Maintaining the Physical Residence</td><td>20</td></tr>
<tr><td>Resident Screening and Admission</td><td>10</td></tr>
<tr><td>Resident Recovery Support</td><td>30</td></tr>
<tr><td>Professional Responsibilities</td><td>20</td></tr>
<tr><td>Total Training Hours</td><td>100</td></tr>
</table>
Eligible training must be taken within the last 10 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/</td></tr>
<tr><td>Related Work Experience</td><td>Applicants must complete 1,000 hours of relevant work experience. To qualify, the experience must (1) have occurred within the 10 years preceding the application and (2) be verified by current or former employers.
Crossover Work Experience:
• Up to 500 hours as a CRSS may be applied to the CRRA application. The remaining 500 hours must be spent providing CRRA-level services in the domains of Recovery Residence Operations and Administrations, Maintaining the Physical Residence, and Resident Screening and Admission.
• Up to 500 hours as a CRPS may be applied to the CRSS application. The remaining 500 hours must be spent providing CRRA-level services in the domains of Recovery</td></tr>
</table>

Topic	Certified Recovery Residence Administrator (CRRA) Requirements
	Residence Operations and Administrations, Maintaining the Physical Residence, and Resident Screening and Admission. • **No work hours as a BHT or other credential** can be applied to a CRRA application.
On-the-Job Supervision	Applicants must complete 10 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 qualified supervisors.
Recommendations for Certification	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.
Exam	Achieve a passing score on a 75-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%.
Credential Award	The credential is awarded upon achieving a passing score on the exam. To maintain certification, individuals must: 1. Adhere to the FCB Code of Ethical and Professional Conduct. 2. Complete 10 hours of continuing education annually. 3. Renew their credential every year by June 30. For more detailed information, please refer to Table 3: Credential Award and Maintenance Requirements.

CRRA STANDARD APPLICATION Documents and Submission Protocols

Overview

As a CRRA 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 unofficial college transcript.

Training

- Content specific training certificates.

Work Experience

- Verification of related work experience.

Supervision

- Verification of on-the-job supervision.

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 CRRA application process:

□ **CRRA Training Verification Form**

□ **CRRA Work Experience Verification Form**

□ **CRRA 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: CRRA 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 GED.
Content-Specific Training	Applicants must document their content-specific training within the online application. They should complete the CRRA Training Verification Form, available online, and upload both the completed form and the supporting documentation for each event listed on the form to the online application.
Related Work Experience	Applicants are required to enter details of their work experience into the online application. They must provide their employers with the CRRA 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.
On-the-Job Supervision	Applicants must record details about their on-the-job supervision and supervisors in the online application. They should provide their supervisors with the CRRA 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 the FCB Recommendation for Certification form, available online, to complete and submit directly to the FCB on the applicant’s behalf.

CRRA EXAM Registration, Exam Overview, Scoring, and Retesting

Registration Process

You may register for the CRRA 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 CRRA exam assesses the essential knowledge and skills needed to fulfill the core responsibilities of an recovery residence administrator. The exam blueprint outlines the number of questions related to each core competency.

To help you prepare:

- The required **CRRA training** is designed to teach the foundational knowledge needed to pass the exam.
- The **CRRA 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 CRRA Exam Blueprint

Exam Overview

- **Format**: 75 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 CRRA 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.

CRRA Credential Award, Maintenance, and Renewal

The CRRA credential is awarded when a passing score on the CRRA 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 CRRA 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 renewal and must be submitted to the FCB during the renewal period. The training must be relevant to at least one of the CRRA 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 in 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 CRRA application.

Documentation

- ❑ Identify the highest level of education you have completed and upload a copy of your high school diploma/GED.
- ❑ 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 CRRA 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 CRRA 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 CRRA 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.

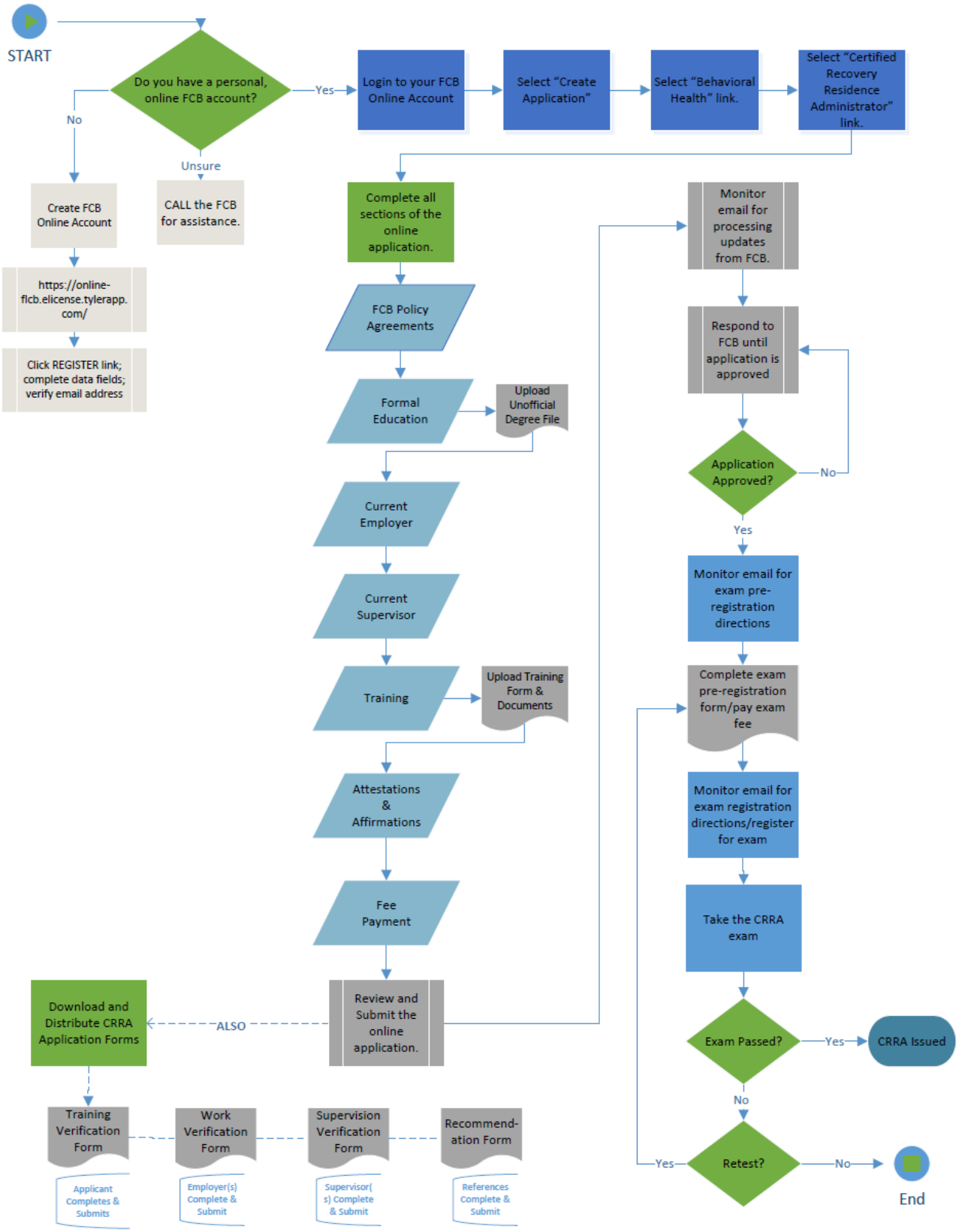
Fee Payment

- ❑ 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.

Certification Application Process Flowchart