



PRA CERTIFICATION EXAM APPLICATION CHECKLIST

- Step 1.** **Select the appropriate exam and determine eligibility pathway.** Use PRA’s online “Get Certified” tool at <http://psychrehabassociation.org/determine-your-exam-eligibility-pathway>

- Step 2.** Make payment in the PRA Online Shop at www.psychrehabassociation.org. Following payment, you will receive email confirmation with a link to the online application site.

- Step 3.** Complete the **ONLINE APPLICATION**.

- Step 4.** Gather records of your continuing education/professional development training from the past 3 years (36 months). Use the **PRA QUALIFYING EDUCATION/PROFESSIONAL TRAINING LOG** to track learning activities. **Training records are submitted online during the application process. The printed log is NOT submitted to PRA.**

Nearly all candidates are required to complete 45 hours of applicable trainings. All training must address the treatment and/or rehabilitation of individuals with serious mental illness and be reflective of the appropriate population (CPRP = adults/transition-age youth (over age 16) and CFRP= Children and youth (under age 18). Training may include topics on direct care, vocational or life skills training, crisis intervention, treatment modalities, medications, diversity, ethical/legal issues, etc. All training hours must be accumulated prior to submission of your application and all psychiatric rehabilitation training/continuing education must be directly applicable to the practice domains of psychiatric rehabilitation reflective of the appropriate exam blueprint and population being served. For more information on acceptable training topics and formats visit the PRA website at www.psychrehabassociation.org. **NOTE: When calculating training hours, 1 contact hour is equivalent to 60 minutes of training.**

- Step 5.** **OFFICIAL TRANSCRIPT** (or verification) **should be scanned and uploaded during the online application process.** If you are unable to upload the transcript. Applicants must maintain the original transcript. In the event that the upload is unclear or illegible, applicants will be required to submit the paper form.

- Step 6.** **EMPLOYMENT VERIFICATION (EV).** Employment verification is required from all positions held during the qualifying employment period. Applicants must provide employment information as well as the name and contact information (email address) for an immediate supervisor for each qualifying term of employment. Employers/supervisors will receive an email from PRA and will be required to complete and electronic verification of your submission. **NOTE:** Work Experience may be earned through full-time, part-time, volunteer, internship or placement in a psychiatric rehabilitation program. Part-time work can be pro-rated as Full Time Equivalents. Volunteer work, unpaid work, internships or placements in psychiatric rehabilitations program may count for up to one half (50%) of the required employment experience. In the event that an internship is being documented for part or all of the experiential requirement, the candidate must provide the name and contact information of the direct supervisor.

- Step 7.** You will receive a notice of application approval and Authorization to Test (ATT). This notice will be sent via email to the address provided at the time of application. The ATT will include your personal Eligibility ID number as well as instructions on selecting your testing site and scheduling your exam.

--PLEASE ALLOW 2 - 4 WEEKS FROM SUBMISSION FOR INITIAL APPLICATION REVIEW --