



## PRA Certification Candidate Handbook



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# Introduction

The PRA Certification Candidate Handbook (Handbook) serves as the primary source of information for those applying to sit for a Psychiatric Rehabilitation Association (PRA) certification exam offered through the Certification Commission for Psychiatric Rehabilitation and Recovery (Commission) to become a Certified Psychiatric Rehabilitation Practitioner (CPRP) or a Certified Child and Family Resiliency Practitioner (CFRP).

The Handbook includes information you will need about exam eligibility requirements, the online application, fees/timelines/deadlines, scheduling, content, scoring, and retaking. We encourage you to periodically check the PRA website ([www.psychrehabassociation.org](http://www.psychrehabassociation.org)) for any changes in PRA or Commission policies made following the publication of the Handbook. Although PRA will give candidates as much notice as possible when policies or procedures change, it is the responsibility of candidates to ensure they are fully informed on current requirements and policies, in particular regarding exam eligibility, fees, and application dates/deadlines.

The Handbook may be modified, amended, or canceled by PRA at any time, without notice.

This edition of the Handbook replaces all previous editions as well as all prior oral, written, or electronic representations of the content provided herein.

## Defining Psychiatric Rehabilitation

Psychiatric rehabilitation promotes recovery, full community integration, and improved quality of life for persons who have been diagnosed with any mental health condition that seriously impairs their ability to lead meaningful lives. Psychiatric rehabilitation services are collaborative, person-directed and individualized. These services are an essential element of the health care and human services spectrum that are evidence-based and represent best practices that promote recovery. They focus on helping individuals develop skills and access resources needed to increase their capacity to be successful and satisfied in the living, working, learning, and social environments of their choice.



## About PRA

Founded In 1975, Psychiatric Rehabilitation Association (PRA), formerly the United States Psychiatric Rehabilitation Association (USPRA), and its members developed and defined the practice of psychosocial/psychiatric rehabilitation, establishing these services as integral to community-based treatment and leading the recovery movement.

PRA is the premier source of learning, knowledge and research for the psychiatric rehabilitation profession, and provides resources, education, ideas and advocacy to enhance the power and performance of the recovery workforce. PRA represents more than 1,300 individual and organizational members, representing over 8,000 psychiatric rehabilitation professionals across multiple fields.

### Our Mission

- Advocate for ethical and effective resiliency, wellness and recovery-oriented services and supports.
- Improve the qualifications of our workforce through the highest standards of certification and professional education to ensure that children and adults with behavioral health concerns thrive in their roles and communities as full citizens of their communities.

### Our Vision

PRA envisions a world where children and adults living with behavioral health conditions thrive and find purpose and meaning in their chosen communities.

### Our Guiding Principle

PRA believes that the practice of psychiatric rehabilitation leads to recovery, and thus is committed to the growth of psychiatric rehabilitation in both quantity and quality, and to the universal availability of state-of-the-art psychiatric rehabilitation services for all individuals with mental illness who seek such services.



## Our Organization

### Certification Commission for Psychiatric Rehabilitation and Recovery

The Certification Commission for Psychiatric Rehabilitation is the standard-setting body for PRA's credentialing programs, providing the governance, coordination, planning, and operation of the certification process as well as promoting the welfare of people in recovery by establishing professional standards for those engaged in providing psychiatric rehabilitation services. The commission works to assist and encourage all persons engaged in the profession of psychiatric rehabilitation to achieve and maintain the highest professional standards.

### Psychiatric Rehabilitation Foundation (PRF)

Promoting wellness and recovery through research, education, and training is at the heart of Psychiatric Rehabilitation Foundation (PRF), the charitable 501(c)3 arm of PRA. PRF works tirelessly to ensure that mental health professionals are at the forefront with innovative solutions addressing the challenges of today and the future, improving outcomes and extending the impact of their services. PRF provides training and continuing education opportunities and supports the development of scholarship, research, grant, and public outreach programs.

### Academy of Psychiatric Rehabilitation and Recovery

PRF offers training through the Academy of Psychiatric Rehabilitation and Recovery (Academy), growing and training the recovery workforce by providing trusted, vetted, and important opportunities for lifelong learning regarding the practice of psychiatric rehabilitation, as well as management and leadership skills. Academy offerings are offered for all levels of knowledge and experience, from entry-level staff and future leaders to seasoned practitioners and CEOs. Academy faculty are leading experts in psychiatric rehabilitation, providing the recovery workforce with positive learning experiences through exceptional content and delivery methods.

With a learner-centered philosophy, the Academy has standardized instructional design to strengthen learning, promote best practices, and build consistency regardless of the presenting faculty. PRA works to collaborate with like-minded groups and academic institutions, as well as people in recovery and peer support specialists, to achieve overall training goals.

*Further references to PRA in this Handbook are intended to encompass the broad organization, which includes PRA, the Commission, PRF, and the Academy.*



## Candidate Communications & Information

Throughout the application and exam process, PRA and affiliates will need to keep in touch with candidates. To ensure delivery of important information about applications or professional updates, it is essential that candidates maintain an up-to-date profile on the PRA website, including home and work email, phone numbers, and mailing addresses.

### Contacting PRA

For certification related questions or assistance with membership renewals, purchases/payments, login/password assistance, or other general information, contact [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org). *Please add our email address to your approved contacts in your email account. This is critical to ensure you do not miss any communications.*

### Candidate Information: Privacy

PRA is committed to maintaining the confidentiality of all information provided individuals through its programming. As such, before any information is released by PRA staff, identifying information may be requested to confirm the identity of the requesting individual. You may, for example, be asked to provide your PRA ID number, date of birth, or address. This helps PRA protect your personal information from being inappropriately released. Exam scores are confidential, and never released without the written consent of the candidate.

Information relating to applicants will not be released, in any way not described within this document, to any third party without written consent of the applicant, unless in response a Subpoena Duces Tecum duly issued by a court of law or an inquiry by a law enforcement or government/regulatory agency.

The Commission maintains a public record of the names of all currently certified individuals. PRA Chapters and Affiliates are provided with a list of certified individuals and PRA members within their geographic area, including name, certification and membership start and expiration dates, and contact information. Under no circumstance will the list be sold to any third-party vendor.

### Candidate Name Change

If a candidate's name changes, they may notify PRA via email to [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org), attaching supporting documentation (marriage license, divorce decree, legal name change document).

### Non-Discrimination Policy

PRA is respectful and inclusive to the cultural, individual, and role differences of individuals, and does not practice or tolerate discrimination on the basis of age, gender, gender identity, gender expression, race, color, ethnicity, culture, national origin, language, sex, sexual orientation or preference, religion or spiritual beliefs, marital status, political belief, mental or physical disability, socioeconomic status, or any other preference or personal characteristic, condition, or state.



# Exam Security, Fraud & Appeals

## Exam Security

PRA requires candidates to maintain the confidentiality and security of the test items on their exams. All candidates are required to acknowledge that they understand and agree to the following:

- PRA examinations are the exclusive property of PRA.
- PRA examinations and the items contained therein are protected by United States copyright law.
- No part of a PRA examination may be copied, reproduced, or transmitted to any other person, in part or in whole, by any means whatsoever, including memorization.
- The theft or attempted theft of an examination, in whole or in part, is punishable as a felony.
- Candidate participation in any irregularity occurring during the examination, such as obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, or any other examination irregularity, including but not limited to the failure to report any information about any irregularity or any suspected cheating, may be sufficient cause for PRA, at its sole discretion, to terminate candidate participation, invalidate examination results, seek monetary compensation, or take other appropriate action.
- Candidates who cheat, or attempt to cheat, on the examination or otherwise breach PRA's policies or procedures will have their exam scores invalidated, forfeit all fees, be barred from taking any PRA examination, and may be subject to legal action.

## Fraud and Cheating

In the event of a fraudulent application, submission of fraudulent documents, introduction of fraud at any point in the application process, or cheating on any PRA examination, PRA reserves the right to confiscate all fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.



# Exam Security, Fraud & Appeals Continued

## Appeals

If a candidate believes a decision has been made that is inconsistent with the Commission's commitment to fairness in the exam process, they should promptly notify PRA staff via email to [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org). All complaints will be thoroughly investigated. There will be no retaliation against any applicant or candidate who files a complaint in good faith, even if the results of the investigation find insufficient evidence to support the complaint.

Candidates may appeal an adverse decision on a certification exam application related to:

- ▶ Revocation of a professional license
- ▶ Felony activity
- ▶ Failure to sign the PRA Code of Ethics
- ▶ Inaccurate and/or misleading application information

Candidates may NOT appeal adverse decisions related to a failure to meet eligibility requirements, including payment of fees or achieving a passing score.

Candidates must initiate an appeals process by submitting a written letter within 30 days of receipt of the adverse decision. The letter must include the relevant facts of the matter and the action taken, the resolution requested, and any new or supplementary information the candidate would like to be considered. The appeal will be reviewed by an ad hoc Appeal Review Panel of the Commission, and appellant will be notified of the panel's decision in writing within 90 days of the appeal letter.

After hearing all relevant facts and arguments, the Appeal Review Panel may find that

- ▶ the decision was legitimate and stands.
- ▶ the decision was legitimate, but terms will be adjusted.
- ▶ the decision was not legitimate, and the requested resolution is approved.



# Preparing for the Exam

## Preparing for the Exam

For most candidates, preparing for a PRA Certification Exam is a fairly large undertaking, but the payoff of becoming certified is well worth it! Passing the exam goes far beyond qualifying to take it. PRA's goal is for candidates to be prepared by being properly educated and trained in the principles of psychiatric rehabilitation prior to applying to sit for the exam. PRA's website provides multiple resources to assist with exam preparation:

CPRP: [www.psychrehabassociation.org/cprp-certification/preparing-cprp-exam](http://www.psychrehabassociation.org/cprp-certification/preparing-cprp-exam)

CFRP: [www.psychrehabassociation.org/cfrp-certification/preparing-cfrp-exam](http://www.psychrehabassociation.org/cfrp-certification/preparing-cfrp-exam)

## PRA Certification Exam Preparation Course: CPRP

The PRA Certification Exam Preparation Courses are instructor-led trainings designed to prepare candidates to take a PRA Certification Exam. These courses facilitate interaction, in-depth information sharing and direct response to questions. The CPRP Prep Course is currently available as an on-site training, or online in the Academy section of the PRA website.

## PRA Certification Exam Preparation Course: CFRP

The CFRP Exam Preparation Course is currently only available as an on-site training. An online CFRP Prep Course is under development and will become available in 2022.

## In-Person, Onsite Exam Preparation Courses

In-Person Onsite Exam Preparation Courses are available by request from, and upon a mutually executed agreement with employers, state or government agencies, network providers, PRA Chapters/Affiliates, and other organizational entities. To request a quote for an in-person training, email [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org).

PLEASE NOTE: PRA and the Academy of Psychiatric Rehabilitation and Recovery are the only entities permitted to conduct any "Prep Course" associated with a PRA Certification Exam.



## Preparing for the Exam Continued

### CPRP Practice Test

To assist candidates in preparing for the CPRP exam, the Certification Commission has created an online practice test, containing 50 multiple-choice items (questions) from the seven CPRP practice domains. The items are of similar content and difficulty level as the actual examination. To pass the practice test, you must achieve a score of 72% or higher, however it is recommended that you achieve an 80% or higher before sitting for the actual exam. Applicants who purchase the practice test can attempt to pass the test three (3) times using the same login/password. A CFRP Practice Test is currently under development.

### Recommended Readings

The Certification Commission has compiled a list of recommended readings, consisting of documents and texts used in referencing exam items. Some of these resources are available directly from PRA, while others may be purchased through retail bookstores, or borrowed from public libraries. Reading these texts alone will not prepare a candidate for the exam. Please refer to the PRA website for a full list of recommended readings or see the attached Appendices.





## Exam Eligibility

### Age Requirement

Candidates must be 18 years or older to sit for the CPRP and CFRP exams.

### Eligibility Pathways

Before beginning an exam application, candidates must select the eligibility pathway through which they will pursue certification. Candidates are encouraged to review the Certification section of the PRA website for supplemental information and helpful documents to assist with exam preparation.

 <b>PATHWAYS TO PRA CERTIFICATION</b> 			
PATHWAY	EDUCATION	TRAINING <small>CONTINUING EDUCATION HOURS IN PSYCHIATRIC REHABILITATION</small>	WORK EXPERIENCE <small>(HOURS)</small>
1	GED, HS diploma or higher in a field other than Behavioral Health	45	2000
2	Certified in Peer Support	45	1500
3	4-year degree or higher in Behavioral Health	30	1000
4	4- year degree with a major or minor in Psychiatric Rehabilitation	0	0
5	Current PRA Certification (CPRP or CFRP seeking dual certification)	0	0



## Exam Eligibility Continued

All pathways include eligibility requirements in three categories:

1. Education
2. Training
3. Work Experience

**Note:** The work experience requirement may be met before or after taking the exam, however it must be completed within one year of passing the exam. *Candidates will become certified after passing the exam and meeting all eligibility requirements.*

### 1. Education

Your education level/type will determine the amount of training and work experience that will be required to sit for the CPRP or CFRP exams. Please refer to the chart on page 11 to review the education categories.

If your education pathway is as a Certified Peer Specialist, please note the following. A Qualifying Peer Specialist Credential (CPS) is defined as a certificate or certification program containing 45 or more hours of training directly related to the practice domains outlined in the corresponding exam blueprint. If the CPS program includes less than 45 applicable training hours, additional training is required to reach 45 total hours of eligible training. Candidates are required to submit a copy of the course/program syllabus/outline along with a certificate of completion from the granting body/organization to demonstrate qualifying training.

### 2. Training

For those pathways requiring training beyond the education requirement, please note that

- Training must be completed within the 36 months preceding your application submission.
- Training must include 22.5 hours from a PRA Approved Provider
- Training must be directly applicable to the practice domains for the corresponding credential and address the treatment and/or rehabilitation of individuals with serious mental illness for the appropriate population. *(Please see pages 23 - 25 for more information on acceptable training topics, activities, etc.)*

### 3. Work Experience

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 (6 months = 1000 hours; 12 months = 2000 hours). Volunteer or unpaid work, internships, or placements may account for up to 50% of the required experience. A Qualifying Internship includes a minimum of 400 supervised hours in a psychiatric rehabilitation environment where the supervisor holds a current PRA Credential corresponding with the desired credential.

Work Experience must be in a psychiatric rehabilitation/recovery-oriented environment serving individuals with serious and/or persistent mental illness in the population corresponding with the desired credential.

**Candidates must upload into their application an Employment Verification form signed by their supervisor for all qualifying work experience.**



# Applying for the Exam

## Signature and Verification

Submission of a PRA Certification Exam Application indicates that a candidate:

- Grants the Commission and PRA permission to verify all application information.
- Agrees to cooperate in any such review and allow others to provide information regarding candidate knowledge, skills, and abilities.
- Acknowledges and agrees to abide by all applicable Commission policies and procedures, including the consequences of noncompliance, and affirms that the information included in their application is true and correct.
- Understands that if information is found to be misleading or untruthful, their application may be denied, certification may be refused or revoked, and candidate may be barred from further pursuit of any PRA credential.
- Acknowledges that the PRA certification exam is a secure and confidential test instrument, and that candidates may not discuss, describe, or otherwise reveal the contents of the exam. Any sharing or discussion of test items reduces the value of the certification by compromising the validity of the exam.
- Agrees that, unless otherwise specified in writing to PRA, candidates contact information, including name, mailing address, email, and phone, may be provided to any PRA Chapter/Affiliate in their geographic region, to provide candidate with information on upcoming events and professional development opportunities, and to connect to peers in their community.
- Understands that PRA will maintain a directory of certified practitioners, including their name, location, employer, and contact information; and that candidate is responsible for maintaining up-to-date information in the “My Profile” section of the PRA website.



# Applying for the Exam Continued

## Application Process

The certification exam application is 100% paperless. PRA will discard any mailed, faxed or emailed documents relating to exam eligibility applications, unless requested by PRA staff or the Commission. All aspects of your application must be uploaded into your online application.

- Step 1: Set up a user login on PRA's website.
- Step 2: Determine your Eligibility Pathway (see page 11 or visit [www.psychrehabassociation.org/eligibility](http://www.psychrehabassociation.org/eligibility))
- Step 3: Gather your documentation for your education, training, and work experience requirements.
- Step 4: Hit the "Apply" button on PRA's website (located on CPRP and CFRP certification pages).
- Step 5: You will be taken to our application site on Survey Monkey Apply and prompted to create a login name and password. Hit the "Apply" button to continue.
- Step 6: Once you have answered all of the questions and uploaded your information, select the green button at the end of the application labeled, "Mark as Complete".
- Step 7: You will then be taken to the Survey Monkey homepage where you must select, "Submit", to complete the application process.
- Step 8: Your application will then undergo membership verification. If you are a PRA member, you will receive a reduced fee for the application. PRA membership is different from your PRA login and is not required to apply for an exam. If you wish to become a member, you can go to PRA's store and purchase an individual membership for \$125 to receive discounts on exams, online courses and other items.

Exam Fee for Members = \$455

Exam Fee for Non-Members = \$595

- Step 9: When PRA has verified your member or non-member status, you will receive an email prompting you to submit payment for your application. Please allow one week to receive this email. If you do not receive an email in this time period, please contact PRA at [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) for assistance.



# Application Review & Special Accommodations

## Application Review

Once your payment is received, your application will be sent to the Commission for review. The review process is generally completed within two weeks.

Candidates will receive notifications via email as their application proceeds through the review process, including any requests by reviewers for additional information.

## Discrepancy Notifications

It is the sole responsibility of the candidate to ensure that PRA receives all information required to complete their application, and to meet all deadlines. PRA representatives may, as a courtesy, notify candidates via email if their application is incomplete, however this is not an obligation, and should not be relied upon by candidates.

PRA will maintain incomplete applications for a period of one year. After that time, the application will be canceled and fees will be forfeited.

## Application Period

Candidates must complete and submit their exam application within one year of submitting the exam application fee. Applications abandoned or incomplete after one year will be deleted from the application site, at which point candidates must submit another exam application fee and begin a new application. Applications that have been returned for revisions may be granted extensions on a case-by-case basis, however exceeding the terms of an extension will result in the application being deleted from the site. Once an application has expired or been deleted, candidates must submit another exam application fee and begin a new application.

## Special Accommodations / Accessibility

PRA complies with the Americans with Disabilities Act of 1990 (ADA), and will accommodate requests, from qualified candidates with a diagnosed disability, for accommodations to take a PRA certification exam if the request is reasonable, properly documented, and does not fundamentally alter or jeopardize the security of the exam. Accommodations will be granted for candidates outside the United States following the same guidelines. Special accommodations must be requested by candidates during the application process. Please review application instructions for details on how to submit such requests. If you require accommodations for the application process itself, contact PRA for assistance via email at [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org). There are no additional fees assessed to the exam candidate for special accommodations. Candidates may request the same or different accommodations when retaking the examination by emailing PRA at [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org).



## Exam Fees and Deadlines

### All Deadlines and Fees are Final and Non-Negotiable

Candidates are highly encouraged to submit their completed application well before their desired testing date, in order to allow time to address any reviewer inquiries or requests regarding their application, connectivity issues, scheduling options and processing time.

### Exam Application and Retake Fees

- CPRP/CFRP Exam Application Fee: \$455 (Member) / \$595 (Non-Member)
- CPRP/CFRP Exam Retake Fee: \$230 (Member) / \$370 (Non-Member)

### Payment Terms and Conditions

Payments for exam application fees, exam retake fees, recertification fees, reinstatement application fees, event/course registrations, merchandise, donations, and membership dues may be made online in the PRA online store. You must have an account in the PRA database (obtained by contacting PRA or creating a profile on the PRA website) to conduct business with PRA. To make a payment over the phone, email [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) to schedule a time for a PRA staff person to assist you.

### Fees are Non-Transferable

All payments are final and are non-transferable. The user record for which an item is purchased (application fee, registration, dues, etc.) must correspond to the candidate or credential holder.

### Fees are Non-Refundable

All payments are non-refundable. If you believe you are seeing the nonmember price in error, DO NOT complete your purchase. Instead, email [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) to verify your member status.

### Exam Dates & Deadlines

Candidates must sit for the exam within **90 days** of their application being approved. The first exam attempt is included in the candidate's application fee.

### Exam Retake

Candidates that do not pass will be eligible to retake the exam upon submission of the appropriate retake fee. Candidates may retake the exam up to three times within one year of their initial application approval date. There is a 30 day wait period between each exam and a retake fee is required for each exam attempt.

### Late Arrival / No Shows

If a candidate does not appear for their scheduled exam or arrives too late to be permitted to take the exam, they forfeit all fees and must pay a fee to schedule another examination time.



## Scheduling Your Exam

PRA certification exams are delivered via live virtual proctoring, allowing candidates to take the CPRP and CFRP exams 24 hours a day, 365 days a year. Please note that you must take the exam:

- in a private room (no other people may be in the room with you).
- via an encrypted, password protected internet connection.

Attempting to take the exam in a public place or via an unencrypted internet connection is a violation of our security policy and your confidentiality agreement.

### Setting up a ProctorU Account & Scheduling your Exam Date

Once the Commission has approved your application, PRA will send you an email confirming your application approval date. You will then be sent a one-time link prompting you to set up a ProctorU account and schedule your exam.

- You may use an existing ProctorU account, or you may create a new account.
- You will need to select **Psychiatric Rehabilitation Association** for your institution.
- After your account has been created, use the calendar to pick the date and time you would like to schedule your exam.

### Downloading the Browser

- Once you have scheduled your exam, you will be promoted to download Guardian Browser.
- When the Guardian Browser has been downloaded, you will need to test your equipment including your microphone and web camera which are required to take the exam.

***Please see Appendix A for more information on how to schedule your exam.***

***Please make sure to add PRA's email address ([info@psychrehabassociation.org](mailto:info@psychrehabassociation.org)) to your approved contact list in your email account to ensure you don't miss any critical communications.***



# Taking Your Exam

## Starting the Exam

The candidate launches the meeting session in ProctorU with the Guardian Browser.

Before starting the exam, the proctor will take the candidate through the authentication process.

- The test-taker will need to confirm their name and the exam they are taking.
- The test-taker will need to take a photo of their government issued photo ID (A temporary or expired ID is NOT acceptable, even with accompanying renewal paperwork.)
- The test-taker will need to complete the required photos of the room they are testing in.
- Once the steps above have been completed, the proctor will join and complete the tasks below.
- Proctor will review the standard rules:
  - Test-taker must be alone in room
  - Desk and area must be clear
  - No phones or headphones
  - No dual monitors
  - Test-taker cannot leave seat
  - No talking during exam
  - Webcam, speakers and microphone must remain on throughout the exam
  - Proctor must be able to see test-taker for the duration of the exam
- Test-takers will physically agree to the user agreements and rules before launching the exam.

***Please see Appendix A for more information on starting your exam.***

## Test Length and Time

- Candidates taking the Certified Psychiatric Rehabilitation Practitioner (CPRP) Exam have three (3) hours to complete a 125-item multiple-choice examination on a computer.
- Candidates taking the Certified Child and Family Resiliency Practitioner (CFRP) Exam have two (2) hours to complete a 100-item multiple-choice examination on a computer.

## Reviewing Items

- Candidates cannot skip questions. You must answer an item before moving on to the next question.
- Candidates are allowed to go back and review exam items and change answers at any time before completing the exam.

## Exam Results / Certificates

Pass/fail outcomes are delivered upon completion of the examination or the end of the testing period, whichever comes first. CPRP exams end after three (3) hours; CFRP exams end after two (2) hours. Please note PRA does not send paper certificates; electronic certificates will be sent to individuals who pass the exam via email.



# Exam Development

## Scope of Exam

Examination questions are designed to allow candidates to demonstrate their knowledge of facts and use of judgment.

Given the diversity of the Psychiatric Rehabilitation field, there may be a small number of questions outside the training of every individual. This will vary from person to person depending on one's training. The number of these questions, however, is not enough to pose a barrier to passing the exam.

## Development of the Exam

PRA examinations are developed in stages. In the first stage, a job task analysis is outlined by a panel of expert practitioners from many traditions of school and thought in the field of Psychiatric Rehabilitation, Recovery, and Resiliency. These outlines describe the functions of a practitioner and the knowledge needed to perform those functions. Since Psychiatric Rehabilitation is such a diverse field and is practiced in a variety of ways, the Commission takes great care to involve groups of educators and practitioners that are broadly representative of the field as it is practiced around the world.

The job task analysis is validated by surveying practitioners around the world. Several thousand practitioners are invited to participate in the job task analysis surveys. The exam content outlines are created from the results of these surveys.

The second, ongoing, stage of development involves other representative groups of practitioners from around the world, who work with the Commission to write questions based on the exam content outline. These new questions ("items") are reviewed by a committee of subject matter experts and are edited to ensure that they are clearly written, and that there is only one correct answer to each question.

In developing examinations, PRA makes every effort to respect and include a broad spectrum of topics in the field as practiced around the world. Reviews of the field will be undertaken periodically to ensure that the examinations remain relevant to current evidence-based best practices.



## Exam Development Continued

### Commitment to a Fair, Valid, and Reliable Examination

The development of high-stakes examination such as the Psychiatric Rehabilitation Association (PRA) Certified Psychiatric Rehabilitation Practitioner (CPRP) and Certified Child and Family Resiliency Practitioner (CFRP) certification exams, requires commitment and resources.

It is the responsibility of the organization to ensure that the exams meet the standards set forth by:

- *2014 Standards for Educational and Psychological Testing*, developed jointly by the American Educational Research Association, American Psychological Association, and the National Council on Measurement in Education
- International ANSI/ISO/IEC Standards 17024 approved by ASTM International
- National Commission for Certifying Agencies (NCCA) Accreditation Standards

By adhering to these Standards, the PRA testing program is following best practices and can be seen as a leader in certification testing.

The *Standards* focuses on providing evidence in all aspects of test development that will support the interpretation and use of test scores. Additionally, there is emphasis on fairness in testing. With a focus on developing evidence supporting the examinations and documenting that evidence, PRA created a framework for collecting and organizing evidence to support the psychometric quality of the test and the validity of test score interpretations and uses.



# Recertification

## Recertification: Maintaining a PRA Credential

PRA credentials are recognized by a variety of regulatory agencies in the United States and abroad as part of their licensing and/or practice requirements. Visit the PRA website for more information.

Even though you may receive a passing result on a PRA examination, this does NOT mean that you are licensed. Each state/province has specific regulations regarding practice in the fields of psychiatric rehabilitation and mental health for adults and/or children and families.

CPRPs and CFRPs, upon completion of all eligibility requirements and activation of their credential by PRA, enter into a three-year recertification cycle.

## Why Require Recertification?

The Certification Commission for Psychiatric Rehabilitation and Recovery requires recertification every three years because, just as the profession's knowledge base continually expands and develops new insights and practices, it is essential that individuals holding a PRA credential continually expand and enhance their expertise and knowledge. PRA credential holders maintain their certification in order to:

- remain competitive in the workforce as an increasingly proficient and effective provider, competent to support the needs of persons in recovery.
- meet the goals of the behavioral healthcare field to maximize resilience and recovery outcomes through person-centered services.
- demonstrate a commitment to staying abreast of best practices and developments to improve outcomes.

## Recertification Requirements

In order to recertify, CPRPs and CFRPs must meet the following requirements every three (3) years:

- Complete a minimum of 45 contact hours of education/training within the field during the 36 months preceding your application submission.
  - At least 22.5 hours must be official CPRP or CFRP contact hours provided by either the Academy for Psychiatric Rehabilitation and Recovery or a PRA-Approved Provider of Continuing Education (chapters and other designated organizations - contact the organizer of an activity to verify).
  - A minimum of 4 of these contact hours must be specific to ethics.
- Attest to their good standing within the field.
- Recommit to abide by the PRA Code of Ethics.
- Submit the appropriate recertification fee.

*You are not required to submit all documentation of your credits at the time of recertification, however you are required to maintain this documentation in the event of audit (see page 26 for Recertification Audit Information).*



## Recertification Continued

### Recertification Deadlines and Fees

Those that choose not to recertify will find their credentials terminated at midnight on December 31st of their expiration year. You've worked hard to earn and maintain your credential - don't let that happen!

- Early Recertification - deadline January 1st - March 31st of your recertification year  
\$150.00 (PRA members) / \$290.00 (nonmembers)
- Regular Recertification - deadline April 1st - September 30th of your recertification year  
\$170.00 (PRA members) / \$305.00 (nonmembers)
- Late Recertification - deadline October 1st - December 31st of your recertification year  
\$225.00 (PRA members) / \$365.00 (nonmembers)

On January 1st of the year following their recertification year, those that choose not to recertify will find their credential lapsed. If your PRA credential has lapsed refer to the Reinstatement of a PRA Credential section below on page 27.

### How to Recertify

Recertification is only available online in the PRA "store," and will only appear during the calendar year in which your certification is set to expire (your "recertification year").

- ➔ Login to see the product in the online store. Recertification may only be purchased when logged into the user account where your credential is documented.
- ➔ Search the PRA online store for "recertification," then click the recertification item corresponding to your credential (CPRP or CFRP).
- ➔ Select "renew" in the drop-down box at the top of the application
- ➔ Answer ALL questions on the application
- ➔ Add to your cart and check out to submit the recertification application.

If your membership to PRA has lapsed (this is separate from certification), and you wish to renew your PRA membership to receive the discounted member rate, simply add membership to the cart alongside the recertification item; once membership has been added to the cart, the cost for recertification items should automatically adjust. If the cost does not automatically adjust, complete the membership purchase, then purchase the recertification item in a second transaction.

If you believe you are eligible for a rate you do not see in the cart, DO NOT complete your purchase; instead, please email [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) for assistance.



## Recertification Continued

### Acceptable Training

Continuing education offers the opportunity to enhance knowledge, skills, and resources through conferences, in-service trainings, seminars, webcasts, or approved independent study trainings. In order to maximize the continuing educational experience, CPRPs and CFRPs should consider the following when seeking continuing educational opportunities:

- Select presenters with the necessary credentials to present the information
- Find educational programs that can fill current professional goals
- Consider evidenced based practices, information, and management
- Assess knowledge attained and how this knowledge will affect your practice

For purposes of the **CPRP** recertification, training must address the treatment and/or rehabilitation of serious/persistent mental illness in adults or transition-age youth (age 16+); for CFRPs, children/families. Possible topics include any of the CPRP practice domains, as well as direct care, vocational or life skills training, crisis intervention, treatment modalities, medications, diversity, ethical/legal issues, etc. Related topics such as infection control, dealing with medical complications, etc., are only acceptable if presented in the context of psychiatric rehabilitation practice.

For the purposes of **CFRP** recertification, training must address resiliency services for children living with mental illness or severe emotional disturbances and their families. Possible topics include any of the CFRP practice domains, direct care, life skills training, crisis intervention, treatment modalities, medications, diversity, ethical/legal issues, etc. Related topics such as infection control, dealing with medical complications, etc., are also acceptable if presented in the context of psychiatric rehabilitation and resiliency practice.

Instruction on the use of treatment modalities in opposition to a recovery-based philosophy may not be used to fulfill the 45-hour requirement (e.g., use of restraints, involuntary commitment, forced medication, etc.).

### Acceptable Training Formats, Activities and Topics

As listed in the *Recertification Requirements* section above, 22.5 hours of the 45-hour requirement must be derived from activities sponsored by PRA-Approved Providers of Continuing Education (PRF's Academy of Psychiatric Rehabilitation and Recovery, most PRA Chapters and Affiliates, PSR Canada, and other designated organizations. Contact the activity sponsor to inquire about PRA Approved Provider status). The remaining hours may be achieved through a variety of learning formats.

All training must address the treatment and/or rehabilitation of serious mental illness within the appropriate population (CPRP: adults/transition-age youth over age 16; CFRP: children and youth under age 18) and be relevant to the practice domains as outlined on the corresponding Exam Blueprint.



## Recertification Continued

### Acceptable Training Formats, Activities and Topics Continued

#### Acceptable training FORMATS and ACTIVITIES include:

- Training that addresses the rehabilitation and/or treatment of persons (within the appropriate age group for the credential you are seeking) with serious mental illness
- Courses in psychiatric rehabilitation or mental health offered by an established university or college.
- Institutes and workshops at PRA conferences
- PRA chapter conference sessions on relevant topics
- Activities sponsored by PRA-Approved Providers of Continuing Education (contact provider about PRA Approved Provider status)
- Training in any of the various models of rehabilitation (clubhouse, lodge, case management, etc.)
- Workshops in related mental health disciplines, which address the rehabilitation and/or treatment of persons with serious mental illnesses
- In-service training on relevant topics, provided within your agency on rehabilitation or treatment of persons with serious mental illness
- Training sponsored by a state or provincial mental health authority in rehabilitation or treatment of persons with serious mental illness
- Training or workshops addressing related components of services such as vocational rehabilitation, supported education, housing, etc.
- Independent study or distance-learning courses (on-line, audio-conferences, etc.) offered on relevant topics by accredited academic institutions or approved by the Commission
- Approved participation in Item Writing and/or Test Assembly meetings
- Presenting training to an audience of psychiatric rehabilitation practitioners with content that meets the requirements for exam applicants. (See page 26 for more information)
- Articles on any topic within the CPRP Practice Domains, published in peer-reviewed journals; books and book chapters (self-published volumes are not accepted - See page 26 for more information)



## Recertification Continued

### Acceptable training TOPICS include:

- Direct Care
  - Life Skills Training
  - Vocational Rehabilitation
  - Supported Housing Education
  - Intervention
- Treatment Modalities
  - Medications
  - Diversity
  - Ethical/Legal issues

Related topics such as infection control, dealing with medical complications, etc., may also be acceptable if presented in the context of psychiatric rehabilitation practice.

### Unacceptable Training TOPICS and ACTIVITIES Include:

- CPR/first aid
  - Fire safety
  - Disaster training
  - Materials handling/MSDS
  - Driver education (for transport vans)
  - Training on computer software
  - Agency specific training
  - Topics specific to children
  - Autism spectrum disorders
  - Human development
  - Human sexuality
  - Alzheimer's Disease/Dementia/Aging
  - HIV/AIDS
  - Domestic violence/abuse\*
  - Drug Use/Abuse\*
- Death and dying
  - Anger Management
  - Infection/bloodborne pathogens
  - Internships
  - Courses taken towards a completing a degree
  - Staff meetings or retreats
  - HIPAA training
  - Routine coaching, training or supervising staff
  - Topics contrary to the principles of psych rehab (including but not limited to involuntary commitment, use of restraints, forced medication, etc.)

\*unless specific to co-occurring disorders



## Recertification Continued

### Calculating Contact Hours

One (1) contact hour is equivalent to 60 minutes of instructional time, exclusive of breaks, lunches, or homework time.

### Credit for Provided Training

- Sole presenter of an activity: Earns twice the contact hours for attendance.
- Co-presenter and were actively involved for the entire presentation: Earns twice the contact hours for attendance.
- Co-presenter with responsibility for a specific portion of the presentation (e.g., a one-hour module of a full-day seminar): Earns twice the clock hours presented. Attendance at the remainder of the session may be counted as regular attendance time.
- Presentations of the same title and content may be documented only once during a three-year recertification period.

### Credit for Authoring Articles, Chapters and Books about Psychiatric Rehabilitation

An article in a professional journal or a chapter in a published book may count as 10 hours of training but may not be used until the article or chapter is published. Book reviews or short articles in nonprofessional journals are not considered for continuing education. The first page of the publication must be included with the recertification application. Writing or editing of a published book on psychiatric rehabilitation, earns up to 30 hours of continuing education. The first page of the publication must be included with the recertification application.

### Recertification Audit

Accuracy and upholding the integrity of your credential is of the utmost importance to the Certification Commission for Psychiatric Rehabilitation. To this end, recertification applicants are randomly selected by the Commission for audit and will be required to produce evidence of completion of the required hours.



## Reinstating a Lapsed Credential

### Reinstatement of a Lapsed PRA Credential

The PRA Certification Reinstatement Program is an opportunity for individuals with a lapsed Certified Psychiatric Rehabilitation Practitioner (CPRP) or Certified Child and Family Resiliency Practitioner (CFRP) credential to apply for reinstatement of their certification and re-enter a normal recertification cycle – without having to retake the certification exam. Individuals taking advantage of this opportunity to enhance their professional status by reinstating their certification will again be distinguished with an internationally recognized professional credential in psychiatric rehabilitation. **Reinstatement is offered up to 24 months after your credential has expired, after which you must apply and take the exam again to become certified.**

### Credential Reinstatement Process

To begin the reinstatement process, candidates may login into the PRA store, search for “reinstatement” and purchase the application. After which, you will receive an email containing instructions and a link to the reinstatement form. You may also contact PRA [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) to guide you through the process:

- a \$50 non-refundable fee
- Submit documentation of 45 hours of applicable continuing education and training. Please note that at least half of these hours (22.5) must be from a PRA Approved Provider.
- In addition to your documentation of CEUs, you will need to complete the reinstatement form which includes a series of questions and agreements about your training, commitment to PRA code of ethics and use of contact information.
- Be approved by the commission.
- Pay the recertification fee (\$225 – Members; \$365 – Non-Members)

Applications will be reviewed by the Certification Commission for Psychiatric Rehabilitation and Recovery (the “Commission”) on a case-by-case basis. There is no automatic disqualification from reinstatement based on submitted answers.

## Appendices to Candidate Handbook

- Scheduling and Exam with Proctor U Page 29
- PRA Core Principles and Values of Psychiatric Rehabilitation Page 33
- PRA Relevance of Core Principles & Values for Working with Children Page 34
- PRA Code of Ethics Page 36
- PRA Multicultural Principles Page 47
- CPRP Exam Blueprint Page 51
- CPRP References / Recommended Reading List Page 55
- CPRP Knowledge, Skills, and Abilities Page 59
- CFRP Exam Blueprint Page 71
- CFRP Recommended Reading List Page 76
- CFRP Reference List Page 77

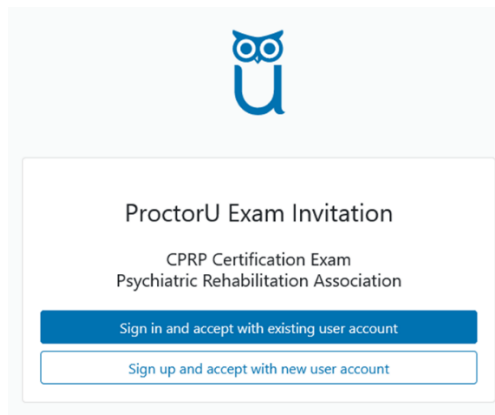
## Appendix A – Scheduling an Exam with Proctor U

After the application is processed, you will receive a one-time link from [ [ADD SURVEY MONKEY EMAIL](#) ] (or [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org)) prompting you to set up your ProctorU Account and Schedule your exam.

ProctorU Support Page - [How to Accept an Exam Invitation](#)

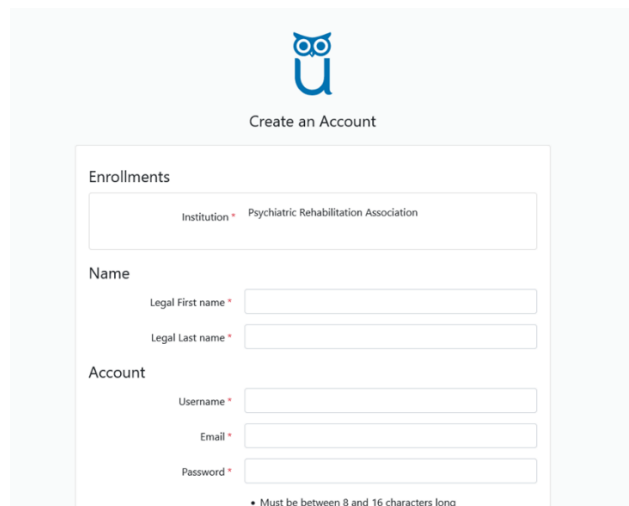
### Step 1 - Create a ProctorU Account

- ▶ When clicking the link, you will be redirected to ProctorU. You may use an existing ProctorU account or create an account.



### Step 2 – Creating a New Account

- ▶ If creating a new account, fill out your profile information.

A screenshot of the ProctorU "Create an Account" form. At the top center is the ProctorU logo (a stylized blue owl above a blue 'U'). Below the logo, the text "Create an Account" is centered. The form is divided into sections: "Enrollments" with a dropdown menu showing "Psychiatric Rehabilitation Association"; "Name" with two input fields for "Legal First name" and "Legal Last name"; and "Account" with three input fields for "Username", "Email", and "Password". A note below the password field states "• Must be between 8 and 16 characters long".

### Step 3 – Confirm/Deny EU Citizen Status

- ▶ Please select yes or no.

Are you an EU citizen and/or a current EU resident?

Yes  No

Submit

### Step 4 – Pick Date & Time to Schedule Exam

- ▶ Using the calendar, pick the date and time you would like to schedule your exam.

Schedule Session

Select a Date

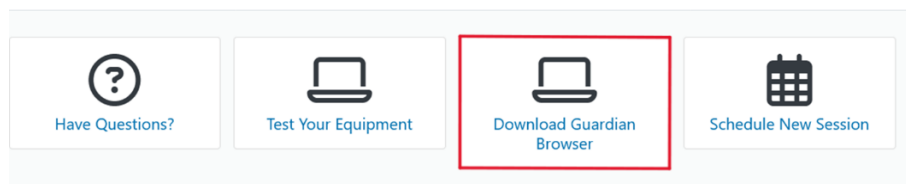
← May 2024 →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Please select a date and time on the left. Once you have selected a date and time, please click Submit.

### Step 5 – Download Guardian Browser

- ▶ Once you have scheduled your exam, you will be prompted to download Guardian Browser. You may also do this from your profile as seen below.
- ▶ ProctorU Support Page - [How to Download Guardian Browser](#)



### Step 6 – Test Computer Equipment

- ▶ Once you have downloaded Guardian Browser, test your equipment.
  - You will need a microphone and a camera to take the exam.



## Exam Day – Accessing your Exam

ProctorU Support Page - [Exam Day – What to Expect \(Guardian\)](#)

### ► Before Logging into your Exam

1. Have a non-expired government-issued I.D. ready
2. Be located in a private, well-lit room with no one else around you.
3. Clear your workspace of all materials except those allowed by your instructor or testing organization.
4. Close all third-party programs and unplug any secondary monitors.
5. Remove any **non-religious** head coverings.
6. Make sure to have [downloaded Guardian Browser](#).
7. Review Exam Rules

### Step 1 – Login to Proctor

#### ► [Login to your ProctorU Account](#)

- Please make sure Guardian Browser is downloaded and your computer equipment has been tested prior to your exam.
- When you login, you will see a countdown to your exam. This is where you will access your exam.
- Please check exam rules before launching exam.

**Time to hit the books!** **Your next session begins in:**

Scheduled for Wednesday May 29, 2024 7:50AM EDT  
CFRP Certification Exam — [Check your exam rules](#)

**04**  
DAYS

**23**  
HOURS

**29**  
MINUTES

**08**  
SECONDS

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Scheduled Appointments

Active Exams	Testing Center Information	Date & Time	Status	Actions
CFRP Certification Exam Psychiatric Rehabilitation Association	Online	05/29/2024 7:50AM EDT	Scheduled	<a href="#">Check your exam rules</a> <a href="#">Reschedule</a> <a href="#">Premium Reschedule</a> <a href="#">Cancel</a>

Show 20 results ▼

### Step 1 – Login to Proctor Continued

You can freely cancel/reschedule any exam that is more than 24 hours from its start time. If your exam is scheduled within 24 hours, you will no longer be able to cancel/reschedule an exam.

ProctorU’s support article [“How to Schedule, Reschedule, or Cancel an Exam”](#).

### Step 2 – Launch your Exam

Please watch the video below on what to expect before your exam starts and the launch process. Right click to open link.





## **Core Principles and Values of Psychiatric Rehabilitation, Psychiatric Rehabilitation Association and Psychiatric Rehabilitation Foundation**

**Principle 1:** Psychiatric rehabilitation practitioners convey hope and respect and believe that all individuals have the capacity for learning and growth.

**Principle 2:** Psychiatric rehabilitation practitioners recognize that culture is central to recovery and strive to ensure that all services are culturally relevant to individuals receiving services.

**Principle 3:** Psychiatric rehabilitation practitioners engage in the processes of informed and shared decision making and facilitate partnerships with other persons identified by the individual receiving services.

**Principle 4:** Psychiatric rehabilitation practices build on the strengths and capabilities of individuals.

**Principle 5:** Psychiatric rehabilitation practices are person-centered; they are designed to address the unique needs of individuals, consistent with their values, hopes and aspirations.

**Principle 6:** Psychiatric rehabilitation practices support full integration of people in recovery into their communities where they can exercise their rights of citizenship, as well as to accept the responsibilities and explore the opportunities that come with being a member of a community and a larger society.

**Principle 7:** Psychiatric rehabilitation practices promote self-determination and empowerment. All individuals have the right to make their own decisions, including decisions about the types of services and supports they receive.

**Principle 8:** Psychiatric rehabilitation practices facilitate the development of personal support networks by utilizing natural supports within communities, peer support initiatives, and self- and mutual-help groups.

**Principle 9:** Psychiatric rehabilitation practices strive to help individuals improve the quality of all aspects of their lives; including social, occupational, educational, residential, intellectual, spiritual and financial.

**Principle 10:** Psychiatric rehabilitation practices promote health and wellness, encouraging individuals to develop and use individualized wellness plans.

**Principle 11:** Psychiatric rehabilitation services emphasize evidence-based, promising, and emerging best practices that produce outcomes congruent with personal recovery. Programs include structured program evaluation and quality improvement mechanisms that actively involve persons receiving services.

**Principle 12:** Psychiatric rehabilitation services must be readily accessible to all individuals whenever they need them. These services also should be well coordinated and integrated with other psychiatric, medical and holistic treatments and practices.

## RELEVANCE OF CORE PRINCIPLES & VALUES FOR WORKING WITH CHILDREN

The application of psychiatric rehabilitation principles and values in children's services has increased over the past decade with very positive outcomes. As children's services continue to move beyond behavioral health and pathology to services that build hope and skills for meaningful, development-enhancing participation within the family, school and community, PRA offers a definition and guiding principles to ensure that the outcomes are aligned with family-driven care and support youth in the mastery of social and emotional developmental life tasks. As the practice of psychiatric rehabilitation for children evolves and matures, PRA's definition and core principles shall be amended to reflect current best practices.

**Definition of Psychiatric Rehabilitation for children:** *Psychiatric rehabilitation services promote quality of life, community integration, and successful transition to adulthood for children and youth who have experienced serious emotional or behavioral difficulties that significantly impair their ability to function successfully in home, school, family, or community life. Psychiatric rehabilitation services focus on empowering young people and their families to develop the skills and access the resources needed to increase their capability to thrive in the living, working, learning, and social environments of their choice.*

*Psychiatric rehabilitation services for children and youth are undertaken in a spirit of partnership and collaboration between youth, caregivers, and providers. The services are individualized, driven by the perspectives and priorities of the young person and his or her family, and build upon existing strengths. They promote each young person's positive development, while supporting his/her movement along a developmental trajectory that will result in a successful transition to adulthood. Psychiatric rehabilitation services are an essential element of the health care and human services spectrum, and should be supported by high quality research demonstrating their effectiveness.*

*Providers of psychiatric rehabilitation services for children and youth need to be well-grounded in the principles and practices of psychiatric rehabilitation, as well as in critical competency areas specifically relevant to children's services, including partnering with families and young people, promoting resilience and self-determination, and matching services to age and developmentally appropriate needs and goals.*

The following Core Principles and Values, drawn from the principles of the association, are meant to guide psychiatric rehabilitation practitioners working with children, youth and their families\*.

**Principle 1—Hope & Respect.** Psychiatric rehabilitation practitioners convey hope and respect and believe that all children and youth have the capacity for learning and growth.

**Principle 2—Culturally Relevant.** Psychiatric rehabilitation practitioners recognize that culture is central to recovery and strive to ensure that all services are culturally relevant to families and young people receiving services.

**Principle 3—Shared Decision-Making.** Psychiatric rehabilitation practitioners engage in the processes of informed and shared decision-making and facilitate partnerships with all people and community systems/agencies involved in supporting the children, youth, and families receiving services.

**Principle 4—Strengths-Based.** Psychiatric rehabilitation practices build on the strengths and capabilities of each young person to promote resilience and recovery, and to prevent or reduce disability.

## RELEVANCE OF CORE PRINCIPLES & VALUES FOR WORKING WITH CHILDREN

**Principle 5—Family-Centered.** Psychiatric rehabilitation practices are family-centered; they are designed to address the unique needs of each individual served, consistent with the values, hopes, and aspirations of that individual and with consideration of his/her family system and other key supports.

**Principle 6—Community Integration.** Psychiatric rehabilitation practices support full integration of children and youth into their communities, where they can engage in age and developmentally appropriate activities that promote positive development and support their successful transition to adulthood.

**Principle 7—Empowerment.** Psychiatric rehabilitation practices promote self-determination and empowerment, and honors family voice and choice. Young people have the right to express their preferences, goals and aspirations, and to contribute meaningfully to decisions about the types of services and supports they receive.

**Principle 8—Natural Supports.** Psychiatric rehabilitation practitioners facilitate the development of personal support networks by helping children, youth and their families link to and use natural supports. Such natural supports include family, school, and community resources, as well as developmentally appropriate peer support programs.

**Principle 9—Quality of Life.** Psychiatric rehabilitation practices strive to help young people and their families improve the quality of all aspects of their lives; including social, educational, financial, intellectual, physical and spiritual domains.

**Principle 10—Health & Wellness.** Psychiatric rehabilitation practices promote a holistic view of wellness, and encourage children, youth and families to develop life-long habits for improving and maintaining their physical and mental health.

**Principle 11—Evidence-Based.** Psychiatric rehabilitation services emphasize evidence-based, promising, and emerging best practices that produce outcomes congruent with empowerment, resilience and personal recovery. Such programs will include structured program evaluation and quality improvement mechanisms that actively involve persons receiving services.

**Principle 12—Accessible & Coordinated.** Psychiatric rehabilitation services must be readily accessible to children and adolescents whenever, wherever, and for as long as they are needed and eligible for children's services. These services should be well coordinated and integrated with other psychiatric, medical, and school-based treatments and practices.

\*For the purposes of this document, the term "families" may encompass relatives, legal guardians and other caregivers.

# Code of Ethics

Approved May 7, 2018 by the Certification Commission for Psychiatric rehabilitation and Recovery

**PREAMBLE**

**STATEMENT OF INTENT**

**FUNDAMENTAL PRINCIPLES**

**RESOLUTION OF ETHICAL ISSUES**

**FUNDAMENTAL STANDARDS**

**GUIDELINES FOR THE PRINCIPLES AND STANDARDS**



# Code of Ethics



*Approved May 7, 2018 by the Certification*

*Commission for Psychiatric Rehabilitation and Recovery*

## PREAMBLE

The mission of the Certification Commission for Psychiatric Rehabilitation and Recovery (the “Commission”) is to foster the growth of a competent and ethical psychiatric rehabilitation workforce through the development and administration of a test-based PRA Certification Program (the “Certification Program”) qualifying individuals as a Certified Psychiatric Rehabilitation Practitioner (CPRP) and/or a Certified Child and Family Resiliency Practitioner (CFRP), and the enforcement of adherence to the PRA Code of Ethics (the “Code”) by each individual certified with a PRA Credential (a “Practitioner”). The Code binds Practitioners and all applicants to the Certification Program. An Ethics Review Panel reviews all reported violations of the Code and determines appropriate action based on their findings. An Appeal Review Panel reviews all appeals of adverse action submitted to the Commission.

Practitioners who participate in the Certification Program are required to sign and agree to uphold the Code. A Practitioner’s signature on the Code creates the presumption that the Practitioner has read the Code and understands its principles and the consequences of violating the Code. Such agreement is made at the time of application to the Certification Program, as well as during each recertification of their PRA Credential(s).

## STATEMENT OF INTENT

This statement of intent reflects the overall purpose of the PRA Code of Ethics (the “Code”).

The intent of the Code is to ensure that Practitioners act with honor and honesty in their relationships with colleagues, families, significant others, other organizations, agencies, institutions, referral sources, and other professions in order to maximize benefits for individuals receiving services. The Code is intended to serve as a guide to the everyday conduct of Practitioners. It represents the principles and standards of ethical behavior in professional relationships with individuals receiving psychiatric rehabilitation services, with colleagues, with employers and employees, with other persons and professionals, and with the community and society as a whole.

The Code is based on the fundamental values and principles of the psychiatric rehabilitation field and profession: these include respecting the worth, dignity and uniqueness of all individuals as well as their rights, opportunities, and obligations within a safe, caring environment. It honors the need for Practitioners to prioritize the choices and preferences of the individual in service delivery, advocate for individual rights and interests, and oppose discrimination in services and in the community. It also recognizes that practitioners treat people as people first. The Code recognizes the helping relationship as foremost in providing services.

Rather than standing alone, this Code should be read and understood in the context of other PRA documents detailing the principles and practices of psychiatric rehabilitation, including principles regarding multicultural practice and the use of respectful language.<sup>1</sup>

The Code offers general principles to guide conduct in situations that have ethical implications. It provides the rules and standards that form the basis for making decisions about actions to take and guidelines related to common situations where ethical dilemmas may arise. No one statement or section of the Code is meant to be taken in isolation, but each is to be considered in the context of the entire document.

Practitioners are expected to take into consideration all principles in this Code that have a bearing upon any situation in which professional intervention and ethical judgment are required. When a Practitioner is faced with an ethical dilemma that is difficult to resolve, they are expected to engage in a carefully considered ethical decision-making process – a process that involves obtaining guidance through consultation and/or supervision. Reasonable differences of opinion can and do exist, but each Practitioner must be able to justify their actions and decisions based on the Code. Each particular situation determines the ethical principles that apply and the manner of their application. The Practitioner should consider not only particular ethical principles, but also the entire Code and its spirit. Specific applications of ethical principles must be judged within the context in which they are being applied.

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<sup>1</sup> Available at <http://www.psychrehabassociation.org>

## FUNDAMENTAL PRINCIPLES

The fundamental principles outlined below are aspirational in nature, providing an overall framework for guidance in practice.

### Principle A: Ethical Behavior

1. Practitioners uphold and advance the mission, principles, and ethics of the profession.
2. All Practitioners strive to practice within the scope of the principles, standards, and guidelines herein.

### Principle B: Integrity

1. Practitioners act in accordance with the highest standards of professional integrity and impartiality.
2. Practitioners strive to resist the influences and pressures that interfere with their professional performance.
3. Practitioners are continually cognizant of their own needs, values, and of their potentially influential position, in relationship to persons receiving services.
4. Practitioners foster the trust of persons receiving services and do not exploit them for personal gain or benefit.
5. Practitioners act fairly and honestly in professional relationships and business practices, and do not exploit them for personal gain or benefit.

### Principle C: Freedom of Choice

1. Practitioners make every effort to support self-determination on the part of the person using their services and support the individual's full participation in his or her recovery process.
2. When practitioners are obligated to take action on behalf of a person receiving services who has been judged legally incapacitated, they safeguard the person's interests, rights, and his/her previously expressed choices.
3. When another individual has been legally authorized to act on behalf of a person receiving services, practitioners collaborate with that person, always taking into consideration the previously expressed desires of the person receiving services.

### Principle D: Justice

1. The Practitioner's primary responsibility is to the individuals receiving services.
2. Practitioners provide individuals receiving, or about to receive, services with accurate and complete information regarding the extent and nature of the services available to them; any relevant limitations of those services; criteria for admission, transition, and discharge.
3. Practitioners provide information about their professional qualifications to deliver services to individuals being provided those services.
4. Practitioners apprise individuals receiving services, in clear and understandable language, of their rights, risks, opportunities, and obligations associated with service(s) to them and avenues of appeal available to them, as well as the right to refuse services and the consequences of such refusal.



## Principle E: Respect for Diversity and Culture

1. Practitioners exhibit and promote multicultural competence at all times and in all relationships in the practice of psychiatric rehabilitation.
2. Practitioners obtain training regarding multicultural competency on an ongoing basis to maximize their competency to provide the latest, up-to-date recovery services to individuals of diverse backgrounds.
3. Practitioners study, understand, accept, and appreciate their own culture as a basis for relating to the cultures of others. Where differences influence the practitioner's work, the practitioner shall seek training and/or consultation.
4. When unable to provide culturally and linguistically appropriate services to an individual, a practitioner will arrange a referral to alternate or supplementary services.
5. Practitioners demonstrate respect towards the cultural identities and preferences of the individuals they serve, and respect the right of others to hold opinions, beliefs, and values different from their own.
6. Practitioners decline to practice, condone, facilitate, or collaborate with any form of discrimination on the basis of age, gender, gender identity, gender expression, race, color, ethnicity, culture, national origin, language, sex, sexual orientation or preference, religion or spiritual beliefs, marital status, political belief, mental or physical disability, socioeconomic status, or any other preference of personal characteristic, condition or state.
7. Practitioners recognize that families can be an important factor in rehabilitation and strive, with the consent of the person using services, to enlist family understanding and involvement as a positive resource in promoting recovery.

## RESOLUTION OF ETHICAL ISSUES

### Violation of the Code

A Practitioner found to have violated the Code is subject to temporary suspension and/or permanent revocation of their PRA credential(s). An applicant for a certification examination found to have violated the Code is subject to temporary suspension and/or permanent revocation of their eligibility to sit for an examination. Such suspension and/or revocation may or may not bar subsequent NEW applications to the Certification Program and may carry reasonable terms and conditions as deemed fit by the Commission.

### The Ethics Review Panel of the Certification Commission

An Ethics Review Panel, consisting of members of the Commission and/or PRA and PRF Boards (3-5 total), will be appointed by the Chair of the Commission.

### Filing an Ethical Grievance

Grievances may be filed by individuals receiving services from the Accused, the colleagues of the Accused, or other interested parties. PRA Staff will review any incoming correspondence suggesting possible Code violations, supply information about the Code and grievance process, and communicate any submitted grievances to the Ethics Review Panel.

The Complainant must specify in their grievance exactly which Fundamental Principle, Fundamental Standard, and/or Guideline for the Principles and Standards within the Code is being violated, and a detailed explanation of the violation. When a grievance is made, the Accused will be immediately notified and asked to respond to the grievance in writing. The Accused will have 30 days to prepare a response and submit it to the Ethics Review Panel for consideration. The Complainant or the Accused may request a hearing in person. Any expenses associated with an in-person hearing must be borne by the individual or agency requesting the face-to-face meeting.

# Code of Ethics



Approved May 7, 2018 by the Certification

Commission for Psychiatric Rehabilitation and Recovery

Certification Program Staff will provide copies of the grievance and response to all members of the Ethics Review Panel. Members of The Ethics Review Panel will have 30 days to review the complaint, and to request additional information from either party. The Ethics Review Panel will then meet, virtually or in-person, to discuss their findings, and vote on a decided course of action. Possible findings and related courses of actions are:

- A. The complaint is not valid and is dismissed.
  - 1. All involved parties will be informed of the decision in writing.
- B. The complaint is judged valid and:
  - 1. the Accused will be informed in writing to cease unethical activity;
  - 2. the Complainant will be notified in writing of the Panels' findings;
  - 3. the Accused will either:
    - i. be suspended from the Certification Program for a specified amount of time (1 to 3 years);
    - ii. have their PRA credential(s) temporarily revoked for a specified amount of time (1 to 3 years);
    - iii. have their PRA credential(s) permanently revoked;
  - 4. the suspension and/or revocation will be publicized online at [www.psychrehabassociation.org](http://www.psychrehabassociation.org).

## Policy for Appeal of an Adverse Finding by the Ethics Review Panel

Adverse findings and related courses of action by the Ethics Review Panel may be appealed to the Commission. The Commission provides due process to those individuals affected by adverse decisions of the Ethics Review Panel. Appeal of adverse findings and/or related courses of action will be heard by an ad-hoc Appeal Review Panel of the Commission. An Accused Practitioner shall retain their PRA credential(s) during the appeal process but must meet all requirements for recertification of the credential(s) as they come due in order to preserve their standing for appeal.

### Actions that may be appealed include:

- 1. An action of "Not Approved" on an application to sit for a certification examination where there has been a finding of:
  - A. Denial or Revocation of a professional license, sanction or revocation by a licensing body, or pending complaints against the applicant regarding their work;
  - B. Current activity that may be considered a felony, and/or current probation or parole for such activity;
  - C. Failure to sign the PRA Practitioner Code of Ethics;
  - D. Inaccurate and/or misleading information on the application.
- 2. An action of "Not Approved" on an application for recertification of a PRA credential(s) where there has been a finding of:
  - A. Inaccurate and/or misleading information on the application;
  - B. Suspension or revocation of the credential(s) by the Ethics Review Panel;
  - C. Failure to sign the PRA Practitioner Code of Ethics.

### The following may NOT be appealed:

- 1. An action of "Not Approved" to sit for a certification examination due to failure to meet eligibility requirements, including payment of fees.
- 2. Failure to achieve a passing score on a certification examination.
- 3. Lapse of eligibility to take a certification examination due to failure to pass the examination within the allowed eligibility time period.
- 4. Suspension or revocation of a PRA credential(s) due to failure to meet requirements for recertification, including payment of fees.



## Filing an Appeal:

The Appellant must initiate the appeals process by submitting a letter of appeal. The letter must be received by Certification Department Staff within 30 days after receipt of the notice to the Appellant of the action taken being appealed. The letter of appeal should include the relevant facts of the matter, the action taken, the resolution requested, and any new information the Appellant would like the Appeal Review Panel to consider. The Appellant will be notified of the Appeal Review Panel's decision in writing within 90 days of the date the letter of appeal was received by Certification Department Staff.

## The Appeal Review Panel

An Appeal Review Panel, consisting of members of the Commission and/or PRA and PRF Boards (3-5 total), will be appointed by the Chair of the Commission. These are to be different members than those on the Ethics Review Panel.

*After hearing all relevant facts and arguments, the Appeal Review Panel may find:*

1. the action was legitimate and stands;
2. the action was legitimate, but the terms of the non-approval, suspension and/or revocation will be adjusted; or
3. the action is not legitimate and the requested relief will be granted.

NOTE: A finding of a violation of the Code may be made only by the duly appointed Ethics Review Panel of the Commission, in response to a written complaint that has been signed by the Complainant. Complaints may be made by people receiving services from the Accused; by colleagues of the Accused, or by other interested parties. The Accused may appeal actions taken by the Ethics Review Panel pursuant to the Policy for Appeal of an Adverse Finding by the Ethics Review Panel listed above.

## FUNDAMENTAL STANDARDS

These fundamental standards are descriptive ideals indicating how Practitioners can implement the foundational principles. The standards are grouped in sections indicating important areas for ethical practice.

### Standard A: Competence

1. Practitioners are proficient in professional practice and the performance of professional functions.
2. Practitioners incorporate recognized psychiatric rehabilitation practices and principles into their work.
3. Practitioners make maximum use of their professional skills, competence, knowledge and advocacy when delivering psychiatric rehabilitation services.
4. When practitioners experience personal problems that may impair their performance, they seek guidance and refrain from professional activities that may be affected.
5. Practitioners obtain training and education and review relevant literature related to the psychiatric rehabilitation field on an ongoing basis and actively incorporate knowledge and/or skill gained into their practice.
6. Practitioners ensure that delivery of their practice and services follows professional practice guidelines, including the core principles of psychiatric rehabilitation and any specific practice guidelines or fidelity requirements that apply to their specific service or program, through ongoing program and practice evaluations.
7. Practitioners participate in professional activities that develop the competence of the profession. Practitioners are responsible for identifying and developing knowledge for professional practice and sharing knowledge and practice wisdom with colleagues.



## Standard B: Informed Consent

1. Practitioners fully explain the limits of confidentiality to the person using services, at the outset of services and as needed, including providing information about any privacy standards, regulations, or laws.
2. Practitioners fully explain any legal or moral duty to warn requirements.
3. Practitioners ensure that persons served are apprised of their rights regarding sharing of their protected health information.
4. Practitioners obtain written permission of persons receiving services before recording the person's voice or image or permitting third party observation of their activities.
5. Practitioners follow guidelines for safe maintenance, storage, and disposal of the records of persons using their services so that unauthorized persons shall not have access to these records.
6. Practitioners uphold policies and procedures designed to ensure that only persons authorized to access records do so, in keeping with regulations and organizational policies and guidelines.

## Standard C: Advocacy

1. Practitioners promote the field of Psychiatric Rehabilitation by supporting the formulation, development, enactment, and implementation of public policies of concern to the profession.
2. Practitioners act to expand choice and opportunity for all persons, in particular those experiencing a psychiatric disability.
3. Practitioners advocate for and assist people to advocate for themselves against discriminatory behavior and to access desired opportunities to further their recovery.
4. Practitioners promote social justice and the general welfare of society by promoting the acceptance of persons who experience mental illness.
5. Practitioners work toward the elimination of discrimination and oppression within society.
6. Practitioners strive to eliminate attitudinal barriers, including stereotyping and discrimination toward people with disabilities.
7. Practitioners demonstrate and promote activities that respect diversity among professionals, individuals served, and local communities.

## Standard D: Propriety

1. Practitioners take care to avoid any false, misleading or deceptive actions in setting fees or seeking reimbursement or funding for the services they provide.
2. Practitioners actively work to maintain high standards of personal conduct in their role as a Practitioner.
3. While the private conduct of Practitioners is a personal matter, the actions of these individuals must not compromise the fulfillment of their professional responsibilities or reflect poorly upon the profession.
4. When Practitioners make statements or take actions as private individuals, they clearly distinguish these statements and actions as separate and apart from those taken as a representative of the psychiatric rehabilitation profession, organization, or agency.



## GUIDELINES FOR THE PRINCIPLES AND STANDARDS

These guidelines are prescriptive statements recommending Practitioner tasks that are essential to ethical practice. The guidelines are grouped into categories that represent areas where ethical practice may create a special challenge for Practitioners. Practitioners should be aware that these guidelines do not cover every possible circumstance where ethical dilemmas may arise. Should an ethical dilemma arise, Practitioners should be able to justify their decisions and actions, including explaining how the Code was considered and applied.

### Guideline A: Promotion of Ethical Behavior

1. Practitioners recognize ethical issues and dilemmas.
2. Practitioners seek training in and abide by the Code, as well as other professional codes under which they practice, and consult with colleagues and supervisors regarding resolution of specific ethical dilemmas. When seeking consultation on an ethical issue, Practitioners maintain confidentiality.
3. When a Practitioner believes that a colleague has violated an ethical principle, standard, or guideline, they bring that concern to the individual for informal resolution prior to reporting it.
4. In the event that a Practitioner fails to conduct themselves in accordance with the Code, persons receiving services, advocates, or other professionals can initiate a complaint to the Ethics Review Panel. The Ethics Review Panel will review the complaints and issue its findings.
5. Practitioners avoid the appearance of impropriety that may result from apparent conflict of interests or accepting substantial gifts from people using their services.

### Guideline B: Practice Responsibilities

1. Practitioners actively apply psychiatric rehabilitation principles, practices, multicultural standards, guidelines for involvement of persons using services, and the PRA Code of Ethics in their practice and service delivery.
2. Practitioners are knowledgeable of, and act in accordance with, all laws and statutes in the legal jurisdiction (local to national) in which they practice regarding any and all issues that affect, or may affect, their practice.
3. Practitioners recognize and practice within the boundaries of their competence and work to improve their knowledge and skills in those approaches most effective with the individuals who use their services.

### Guideline C: Confidentiality

1. Practitioners describe the protections and limits of confidentiality with individuals at the onset of service provision, using language that is clear and understandable to the person using services.
2. Practitioners explicitly describe the purposes for which personal information is obtained and how it may be used.
3. Practitioners explain to service users how to make their preferences known regarding their right to determine who can and cannot have access to their records, or knowledge of their treatment.
4. Practitioners using descriptions of an individual and/or clinical materials or information in teaching, writing, consulting, research, and public presentations do so only if a written waiver has been obtained from the individual or when appropriate steps have been taken to de-identify the data/information used to protect the person's identity and confidentiality.
5. Practitioners inform people receiving services when their services are being provided by an individual who is under supervision. Practitioners inform the person using services who the supervisor is and offer the person in services an opportunity to meet with the supervisor.

## Guideline D: Rights Protection

1. Practitioners do not intimidate, threaten, harass, use undue influence or make unwarranted promises of benefits to persons receiving services.
2. Practitioners avoid coercion, even in its subtle forms that may lead to a misuse of the power and influence of the practitioner role.
3. Where conflicts arise between organizational or system demands and the rights of an individual using services, the practitioner supports and advocates for the rights of that individual.

## Guideline E: Individualization

1. Practitioners recognize cultural, individual and role differences due to factors such as age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status.
2. Practitioners perform assessments and use interventions and modalities that are appropriate to the person's determined needs, beliefs, and behaviors.

## Guideline F: Multiple Roles and Relationships

1. Practitioners refrain from entering into multiple roles and relationships with persons receiving their services. When multiple roles and relationships are unavoidable, it is the responsibility of the Practitioner to conduct themselves in a way that does not jeopardize the integrity of the helping relationship, and seek supervision to handle any real or potential conflicts.
2. Practitioners shall under no circumstances engage in sexual activities and intimate relationships with individuals to whom they are providing or have provided services.
3. Practitioners avoid relationships or commitments that conflict with the interests of persons receiving services, impair professional judgment, or create risk of harm to persons receiving services, and seek supervision should such situations arise.
4. Practitioners follow organizational policies and guidelines and consider potential complications of accepting gifts from people using their services, while recognizing that, in some cultures, small gifts are a token of respect and gratitude.
5. Practitioners are aware of professional boundaries in collegial relationships, including supervision, and manage non-professional roles in a manner that does not compromise the professional relationship.

## Guideline G: Supervision

1. Supervisors who are Practitioners seek training and build competence in both clinical practice and supervision.
2. Supervisors guide supervisees in following the Code.
3. Supervisors ensure clear communication in establishing competency standards.
4. Supervisors support supervisees in setting professional development goals and detailing the tasks to achieve them.
5. Supervisors model and engage supervisees in objective and balanced self-assessment.
6. Supervisors inform supervisees about performance expectations, including competencies required, standards for acceptable completion of job duties, and any rules, policies, and procedures that relate to general practice.
7. Supervisors refrain from entering into multiple roles and relationships with supervisees. When multiple roles and relationships are unavoidable, it is the responsibility of the supervisor to conduct himself/herself in a way that does not jeopardize the integrity of the supervising relationship.

# Code of Ethics



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## Guideline H: Termination of Service

1. Practitioners discontinue professional relationships with individuals using their services when it is in the best interest of those persons, when such service and relationships are no longer desired or needed, or in the event continued service will result in a violation of the Code.
2. When an interruption of services is anticipated, Practitioners promptly notify individuals receiving services and engage them in discharge planning or an appropriate transfer to another Practitioner, if necessary.
3. Upon the conclusion of the helping relationship, it is the Practitioner's responsibility not to enter into any relationship with the individual formerly receiving services that could create a risk of harm to that individual.

## Guideline I: Service Coordination

1. To the extent desired by the individual receiving services, Practitioners collaborate with others serving the same individual, including natural community supports such as: peers, traditional healers, and spiritual or other supports, to assure the most effective services.
2. Practitioners assume professional responsibility for individuals receiving services from another agency or a colleague only after appropriate notice to that agency or colleague.
3. Practitioners seek advice and counsel of colleagues and supervisors whenever such consultation is in the best interest of individuals receiving services, in a way that protects the confidentiality of the individual receiving services.

## Guideline J: Collegial Relationships

1. Practitioners treat colleagues with respect, courtesy, fairness, and in good faith, and uphold the Code in dealing with colleagues.
2. Practitioners are transparent in defining their ongoing professional relationship with those colleagues whom they employ, supervise, or mentor, especially when those relationships change.
3. Practitioners create and maintain conditions of practice that facilitate ethical and competent professional performance by colleagues and assume responsibility to assist colleagues to deal with ethical issues.
4. Practitioners treat with respect, and represent accurately and fairly, the qualifications, views, and findings of colleagues.
5. Practitioners give credit to original source of ideas and material – whenever possible.
6. Practitioners cooperate with colleagues to promote professional interests and concerns.
7. Practitioners respect confidences shared by colleagues in the course of their professional relationships and transactions.

## Signature and Commitment

My signature below indicates that I have read, and agree to abide by, the PRA Code of Ethics.

Full Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## PRINCIPLES OF MULTICULTURAL PSYCHIATRIC REHABILITATION SERVICES

### Executive Summary

*PRA recognizes the striking disparities in mental health care found for cultural, racial and ethnic minorities in the USA, and endorses these ten principles as the foundation for providing effective multicultural psychiatric rehabilitation services. This endorsement supports recommendation regarding multicultural diversity published in the Mental Health: A Report of the Surgeon General (1999) and Mental Health: Culture, Race, Ethnicity: Supplement to Mental Health: Report of the Surgeon General (2001).*

**Principle 1:** Psychiatric rehabilitation practitioners recognize that **culture is central, not peripheral, to recovery**, as culture is the context that shapes and defines all human activity.

**Principle 2:** Psychiatric rehabilitation practitioners study, understand, accept, and appreciate their own cultures as a basis for relating to the cultures of others.

**Principle 3:** Psychiatric rehabilitation practitioners **engage in the development of ongoing cultural competency**, in order to increase their awareness and knowledge, and to develop the skills necessary for appropriate, effective cross-cultural interventions.

**Principle 4:** Psychiatric rehabilitation practitioners recognize that **thought patterns and behaviors are influenced by a person's worldview, ethnicity and culture** of which there are many. Each worldview is valid and influences how people perceive and define problems; perceive and judge the nature of help given; choose goals; and develop or support alternative solutions to identified problems.

**Principle 5:** Psychiatric rehabilitation practitioners recognize that discrimination and oppression exist within society; these take many forms, and are often based on perceived differences in color, physical characteristics, language, ethnicity, gender, gender identity, sexual orientation, class, disability, age, and/or religion. Psychiatric rehabilitation practitioners play an active role and are **responsible for mitigating the effects of discrimination associated with these barriers** and must advocate, not only for access to opportunities and resources, but also for the elimination of all barriers that promote prejudice and discrimination.

**Principle 6:** Practitioners **apply the strengths/wellness approach to all cultures**.

**Principle 7:** Psychiatric rehabilitation practitioners show respect towards others by **accepting cultural values** and beliefs that emphasize process **or** product, as well as harmony **or** achievement. They demonstrate that respect by appreciating cultural preferences that value relationships and interdependence, in addition to individuality and independence.

**Principle 8:** Psychiatric rehabilitation practitioners accept that **solutions to any problem are to be sought within individuals, their families (however they define them), and their cultures**. The person using psychiatric rehabilitation services and his/her family are sources of expanding the practitioner's knowledge about that culture, how to interpret behaviors, and how to integrate these cultural perspectives into a rehabilitation/recovery plan. Alternatives identified by service providers are offered as supplementary or educational, rather than compulsory.

**Principle 9:** Psychiatric rehabilitation practitioners **provide interventions that are culturally sytonic**, and accommodate culturally determined strengths, needs, beliefs, values, traditions, and behaviors.

**Principle 10:** Psychiatric rehabilitation practitioners are responsible for **actively promoting positive inter-group relations**, particularly between the people who attend their programs and with the larger community.

## PRINCIPLES OF MULTICULTURAL PSYCHIATRIC REHABILITATION SERVICES

*PRA recognizes the striking disparities in mental health care found for cultural, racial and ethnic minorities in the USA, and endorses these ten principles as the foundation for providing effective multicultural psychiatric rehabilitation services. This endorsement supports recommendation regarding multicultural diversity published in the Mental Health: A Report of the Surgeon General (1999) and Mental Health: Culture, Race, Ethnicity: Supplement to Mental Health: Report of the Surgeon General (2001).*

**Principle 1:** Psychiatric rehabilitation practitioners recognize that **culture is central, not peripheral, to recovery**, as culture is the context that shapes and defines all human activity.

Every individual has a worldview and culture. Culture includes, for example, gender, gender identity, sexual orientation, race/ethnicity, level of ability/disability, age, religion/spirituality and socioeconomic status. Worldview refers to the essential truths and assumptions on which interactions with others and reactions to events are based. Worldview determines a person's perceptions and understanding of his or her relation to spirituality, humans, nature and the universe. Culture is a predominant force within worldview, shaping behaviors, values, and institutions. A culturally responsive psychiatric rehabilitation practitioner understands and appreciates that a person's strengths can be rooted in each person's culture, and that differences between people are to be appreciated as sources of enrichment that can expand the options available to solve problems. Psychiatric rehabilitation practitioners respect the unique, culturally defined needs of all individuals, and believe that diversity within cultures is as important as diversity between cultures. Psychiatric rehabilitation practitioners also recognize that each individual is unique and has retained varied aspects of the beliefs, traditions, and values of his or her culture(s) of origin, although an individual may or may not accept those beliefs, traditions, and values. In addition, any individual may have assimilated or acculturated to the dominant culture to a greater or lesser degree. Factors related to a person's country of origin and immigration, and that of his or her family, impact understanding and acceptance of the dominant culture, whether that immigration or migration was recent or distant.

**Principle 2:** Psychiatric rehabilitation practitioners study, understand, accept, and appreciate their own cultures as a basis for relating to the cultures of others.

The essence of multiculturalism is the study of one's own culture and ethnicity as the basis for understanding and identifying with those from others. Interpersonal encounters are not "objective" or "value-free" even when these encounters occur in a therapeutic or rehabilitation relationship. In many cultures, encounters and experiences influence simultaneously the mind, body, and spirit, creating both objective and subjective effects. The insights, suggestions, and approaches offered by a psychiatric rehabilitation practitioner arise naturally from the practitioner's personal beliefs, values, and social positions. Psychiatric rehabilitation practitioners need to be aware of their own worldviews, ethnicities and cultures and how these affect their approaches to providing rehabilitation and recovery-oriented services. Psychiatric rehabilitation practitioners may know intellectually about the importance of preventing their own biases from interfering with their ability to work with people in recovery. However, psychiatric rehabilitation practitioners also need to appreciate their own culture as a basis for forming partnerships with people in recovery. Psychiatric rehabilitation practitioners also accept that their own identities are complex and contain aspects of cultures with which they have interacted.

**Principle 3:** Psychiatric rehabilitation practitioners **engage in the development of ongoing cultural competency**, in order to increase their awareness and knowledge, and to develop the skills necessary for appropriate, effective cross-cultural interventions.

Psychiatric rehabilitation practitioners need to be committed to learning about problems and issues that adversely and disproportionately affect the various cultural groups with whom they work. They must recognize that every human encounter is a cross-cultural encounter, as no two individuals have identical experiences and backgrounds. Cultural

competency training provides more than information about individual cultures; it provides ongoing opportunities for personal exploration and developing self-awareness. In addition, cultural competency training goes beyond a focus on providing services to

individuals, but considers cultural competence within supervision, at the program and organizational levels, and throughout the larger service system.

**Principle 4:** Psychiatric rehabilitation practitioners recognize that **thought patterns and behaviors are influenced by a person’s worldview, ethnicity and culture** of which there are many. Each worldview is valid and influences how people perceive and define problems; perceive and judge the nature of help given; choose goals; and develop or support alternative solutions to identified problems.

Individuals who use psychiatric rehabilitation services are recognized as the drivers of the rehabilitation process, and choose their own goals. Psychiatric rehabilitation assessments examine strengths and needs relative to achievement of those person-centered goals. Psychiatric rehabilitation practitioners routinely include an exploration of an individual’s worldview as part of the process of psychiatric rehabilitation, recognizing that this worldview will influence the selection of personal goals and the commitment to achieving them. Any person from a non-mainstream cultural/ethnic group has to be bicultural to succeed in the mainstream culture, and psychiatric rehabilitation practitioners recognize that this bicultural stance, along with demands to acculturate, creates its own set of mental health issues and identify conflicts. People’s relationships to their reference group, along with their personal satisfaction, goals, and comfort need to be considered when they are making choices influenced by cultural identity, whether that identify be mono- or multi-cultural.

**Principle 5:** Psychiatric rehabilitation practitioners recognize that discrimination and oppression exist within society; these take many forms, and are often based on perceived differences in color, physical characteristics, language, ethnicity, gender, gender identity, sexual orientation, class, disability, age, and/or religion. Psychiatric rehabilitation practitioners play an active role and are **responsible for mitigating the effects of discrimination associated with these barriers** and must advocate, not only for access to opportunities and resources, but also for the elimination of all barriers that promote prejudice and discrimination.

Stigmatization, rejection, and discrimination must be addressed as rights violations, as well as barriers to the attainment of health and full participation in society and community. Every defined population group and every individual has unique, culturally defined needs and strengths. Psychiatric rehabilitation practitioners understand that people who use psychiatric rehabilitation services are usually best served by persons who are part of or are aware and knowledgeable of that culture, while recognizing that membership in a particular cultural group does not, in itself, create competence as a practitioner. In order to ensure the inclusion of all, psychiatric rehabilitation practitioners need to actively engage in their programs people from diverse backgrounds that reflect the demographics of the community served. In addition, it is a moral and ethical obligation of psychiatric rehabilitation practitioners to combat discrimination, to advocate for inclusiveness, and to remove barriers to service use.

**Principle 6:** Practitioners **apply the strengths/wellness approach to all cultures.**

Culturally competent psychiatric rehabilitation practitioners understand and appreciate that individuals’ strengths are often based in their cultures, and that each culture has its own values for defining wellness. For many people, culture can give warmth, security, and a sense of belonging and identity, although this may not be a universal experience. Psychiatric rehabilitation practitioners seek understanding of the positive and healthy contributions provided by a person’s culture(s). Psychiatric rehabilitation practitioners function with the awareness that people’s dignity is not guaranteed unless the dignity of their culture and people are preserved.

**Principle 7:** Psychiatric rehabilitation practitioners show respect towards others by **accepting cultural values** and beliefs that emphasize process **or** product, as well as harmony **or** achievement. They demonstrate that respect by appreciating cultural preferences that value relationships and interdependence, in addition to individuality and independence. Psychiatric rehabilitation has its origins in a Western humanistic worldview, based predominantly on United States and British culture. Most mental health service systems in the U.S. place a great deal of emphasis on outcomes, especially achievement of independence and success in role functioning, such as competitive employment. Psychiatric rehabilitation practitioners recognize that people who use psychiatric

rehabilitation services will have a variety of definitions of what constitutes success, satisfaction, and recovery. Rather than relying on a single, standardized set of procedures and outcomes, psychiatric rehabilitation practitioners help create processes relevant to the individuals seeking services and focuses on goals and outcomes that have meaning for those individuals, their families (as relevant), and their culture(s).

**Principle 8:** Psychiatric rehabilitation practitioners accept that **solutions to any problem are to be sought within individuals, their families (however they define them), and their cultures.** The person using psychiatric rehabilitation services and his/her family are sources of expanding the practitioner’s knowledge about that culture, how to interpret behaviors, and how to integrate these cultural perspectives into a rehabilitation/recovery plan. Alternatives identified by service providers are offered as supplementary or educational, rather than compulsory.

Natural systems (e.g., family, community, church, healers) are the primary mechanisms of support for many individuals and populations. Individuals are served in various ways and to varying degrees by their natural system. To the extent desired by individuals, and accepted by their culture(s), these natural systems need to be active components in people’s rehabilitation and recovery. When desired by the person receiving psychiatric rehabilitation services, practitioners start with the person’s “family” as the primary and preferred point of interventions—with “family” being defined by that person’s culture (i.e., nuclear, extended, and/or fictive [chosen]).

**Principle 9:** Psychiatric rehabilitation practitioners **provide interventions that are culturally syntonic,** and accommodate culturally determined strengths, needs, beliefs, values, traditions, and behaviors.

Racial, ethnic, and cultural factors play major roles in the expression of distress, help-seeking behaviors, and ways of understanding problems and psychiatric disabilities. Psychiatric rehabilitation programs and practitioners should strive to conduct all rehabilitation activities in the preferred communication style and language of consumers, their family members, and/or significant others. Treatment and rehabilitation modalities often need to be modified in order to be compatible with other factors, for example: family/group patterns and structures; communication, cognitive, behavioral, and learning styles; identity development; perceptions of illness; and help seeking behaviors. Informed consent and individual choice also may require involvement of family members and significant others.

**Principle 10:** Psychiatric rehabilitation practitioners are responsible for **actively promoting positive inter-group relations,** particularly between the people who attend their programs and with the larger community.

An important principle of psychiatric rehabilitation is that of integration into the community. This principle applies not only to assisting individuals to become integrated into their communities of choice, but also to the integration of psychiatric rehabilitation programs into the surrounding communities. Involvement of persons who use psychiatric rehabilitation services, their families, significant others, and representatives from all communities served is needed to foster community integration and maximize access to services. Involvement in the program should be encouraged from community members, especially elders, leaders, and representatives of the diverse groups within the larger social context, while recognizing that one may need to reach far in order to get the needed expertise. Similarly, psychiatric rehabilitation practitioners should generate mechanisms for their programs to receive feedback and contribute to the communities that support them.

## Resources

*Mental Health: A Report of the Surgeon General (1999);*

*Mental Health: Culture, Race, Ethnicity: Supplement to Mental Health: Report of the Surgeon General (2001);*  
<http://download.ncadi.samhsa.gov/ken/pdf/SMA-01-3613/sma-01-3613A.pdf>

## 2025 CPRP EXAM BLUEPRINT

*This blueprint gives you an indication of the breadth of information you need to know in order to be successful in completion of the Certified Psychiatric Rehabilitation Practitioner examination. Included in the blueprint are the seven performance domains that have been identified through various Job Analysis Studies conducted by the Certification Commission for Psychiatric Rehabilitation. Within each domain, the core areas of knowledge and skills needed to demonstrate competence in practice are identified. Practitioners will be assessed in these areas on the examination.*

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### DOMAIN I. (19-21%) INTERPERSONAL COMPETENCIES

- Task A.** Communicate with persons in recovery in their preferred method of communication (e.g., face-to-face, phone, email, text or social media) in order to develop a collaborative relationship.
- Task B.** Use collaborative relationships, including peer groups and family, in order to facilitate personal changes.
- Task C.** Instill hope by engaging in positive interactions (verbal and non-verbal communication) regarding an individual's potential for recovery.
- Task D.** Facilitate groups in order to engage individuals in a wide range of activities.
- Task E.** Consider cultural factors when partnering with individuals, recognize the impact of one's own views, values, and culturally learned assumptions while working with individuals.
- Task F.** Engage and establish trust with individuals by exploring their personal interests, hopes, and dreams.

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### DOMAIN II. (12-14%) PROFESSIONAL ROLE

- Task A.** Acquire knowledge and skills in order to provide services that are evidence-based and emerging best practices and consistent with PRA Practice Guidelines.
- Task B.** Conduct all professional activities in compliance with the Psychiatric Rehabilitation Practitioner Code of Ethics and applicable laws and regulations.
- Task C.** Facilitate informed decision making by individuals by communicating information about laws and regulations affecting their rehabilitation and recovery.
- Task D.** Promote individual choice for individuals to help them achieve their goals.
- Task E.** Facilitate practical and meaningful activities for individuals to live, learn, work and socialize in the environments of their choice.
- Task F.** Teach, support, and encourage individuals to advocate for themselves to further their own recovery.
- Task G.** Promote the effectiveness of psychiatric rehabilitation with colleagues, agencies providing services and service delivery systems.
- Task H.** Maintain personal wellness to ensure the effective provision of services to others.
- Task I.** Take intentional personal action to support the recovery of individuals.
- Task J.** Seek input and feedback from stakeholders in order to determine ways of improving services.
- Task K.** Recognize one's own role during conflict in order to facilitate resolution.
- Task L.** Utilize developmentally appropriate skills and interventions to support the recovery of individuals.

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**DOMAIN III. (11-13%)**  
**COMMUNITY INTEGRATION**

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- Task A.** Develop linkages with a wide range of community resources specific to meet the needs and goals of individuals.
  - Task B.** Link individuals to appropriate entitlement and benefit programs.
  - Task C.** Integrate community resources and entitlement programs into assessment, planning, and outcomes.
  - Task D.** Maximize the use of natural supports within the neighborhood and community.
  - Task E.** Challenge situations in the community that discriminate against persons living with severe mental illnesses.
  - Task F.** Connect individuals to legal and advocacy resources as needed and/or requested in order to promote self-advocacy.
  - Task G.** Provide information on alternatives and complementary supports to traditional psychiatric treatment.
  - Task H.** Develop community resources to meet the needs of individuals receiving services.
- 

**DOMAIN IV. (17-19%)**  
**ASSESSMENT, PLANNING, AND OUTCOMES**

- Task A.** Assist individuals in identifying personal priorities, preferences, strengths, and interests in order to help them establish goals that are consistent with their worldview.
- Task B.** Perform assessments across multiple life domains in order to identify strengths, supports, and barriers.
- Task C.** Collaborate with individuals to help them identify their personal preferences for dealing with crises.
- Task D.** Collaborate with individuals to establish goals with specific, measurable, time-framed action steps in order to develop effective rehabilitation plans.
- Task E.** Educate individuals on service options in order for them to choose the appropriate types and levels of service and/or community supports.
- Task F.** Identify, assess and plan opportunities that empower individuals to transition from professional provider services to natural community supports.
- Task G.** Regularly evaluate and modify the rehabilitation plan with the service recipient based on his/her progress toward rehabilitation plan goal(s).
- Task H.** Use assessment and planning techniques that support inclusion of individuals from diverse backgrounds that comprise the demographics of the community where services are provided.

**DOMAIN V. (14-16%)**

**STRATEGIES FOR FACILITATING RECOVERY**

<b>Task A</b>	Utilize a variety of alternative approaches to engage individuals.
<b>Task B</b>	Facilitate and encourage skill building, self-discovery, and learning across all life domains to assist individuals in achieving their goals.
<b>Task C</b>	Assist individuals in identifying and developing strategies for relapse prevention for mental and physical health.
<b>Task D</b>	Use individualized outreach techniques in order to engage individuals in interventions.
<b>Task E</b>	Employ crisis intervention strategies as needed.
<b>Task F</b>	Assist individuals in modifying their living, learning, working, and social environments to enhance recovery.
<b>Task G</b>	Use motivational enhancement and readiness development strategies to initiate and/or sustain the recovery process.
<b>Task H</b>	Educate and/or provide access to education on issues related to psychiatric disabilities wellness and recovery.
<b>Task I</b>	Provide best-practice approaches to services, including evidenced-based practices, which help persons receiving psychiatric rehabilitation services achieve their goals.
<b>Task J</b>	Promote the integration and inclusion of all individuals in social, civic, and community activities that will help them achieve their goals.

**DOMAIN VI. (9-11%)**

**SYSTEMS COMPETENCIES**

- Task A.** Combat stigma, oppression, discrimination, and prejudice in all forms, directed against persons living with severe mental illnesses.
- Task B.** Advocate for improved access, inclusion and integration with public services and resources and integration to facilitate an individual’s recovery, improved quality of life and full community integration.
- Task C.** Advocate for system changes to make services responsive to the needs of persons receiving psychiatric rehabilitation services.
- Task D.** Assist individuals in their use of other service systems to meet their personal goals.
- Task E.** Encourage and support the development of peer services and leaders among persons receiving psychiatric rehabilitation services.
- Task F.** Advocate for effective services that are welcoming to persons from all cultural backgrounds.
- Task G.** Advocate for service utilization consistent with community demographics.

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**DOMAIN VII. (11-13%)**

**SUPPORTING HEALTH & WELLNESS**

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- Task A.** Assist individuals in identifying and accessing specialized services.
- Task B.** Assist individuals in identifying and developing strategies for improving various dimensions of wellness.
- Task C.** Support individuals in developing the knowledge, skills, and attitudes necessary to maintain his or her health and wellness.
- Task D.** Promote the importance of mind, body and spirit connections, the need for satisfactions and valued purposes, and a view of wellness as more than non-illness.
- Task E.** Assist individuals in developing and sustaining a wellness lifestyle.



## CPRP Exam Reference and Reading List

The Certification Commission for Psychiatric Rehabilitation has developed a list of CPRP exam candidates Core Recommended Readings. This list is compiled for use in preparing for the CPRP examination. Each of the resources contains pertinent information for elucidation of the core disciplines outlined in the examination blueprint. These texts are highly recommended for use in preparing for the CPRP examination.

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### Texts

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Wolf, J., (2020) *Mental Health Peer Support Workforce Designline* MHTTC Decision Solutions funded by SAMHSA



## CPRP Exam Reference and Reading List

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### Materials Developed and/or Published by the Psychiatric Rehabilitation Association

Best Practices in Psychosocial Rehabilitation (2013) (2<sup>nd</sup> Ed.). ISBN-13:[9780965584357](#).

Code of Ethics for Psychiatric Rehabilitation Practitioners (published by the Certification Commission: 2012). People in

Recovery as Providers of Psychiatric Rehabilitation (2010).

Psychiatric Rehabilitation Language Policy Guidelines. (published by IAPSRs: 2003)

Psychiatric Rehabilitation Principles of Multicultural Psychiatric Rehabilitation Services. (2008).

Psychiatric Rehabilitation Skills in Practice: A CPRP Preparation and Skills Workbook (2006).

The Certified Psychiatric Rehabilitation Practitioner (CPRP) examination is designed for practitioners who work with transition-aged youth and adults within the behavioral health system. The exam consists of 125 multiple-choice items. All items test a practitioner’s knowledge, skills and abilities in the following psychiatric rehabilitation competency areas:

- I.** Interpersonal Competencies
- II.** Professional Role
- III.** Community Integration
- IV.** Assessment, Planning and Outcomes
- V.** Strategies for Facilitating Recovery
- VI.** Systems Competencies
- VII.** Supporting Health and Wellness

A psychiatric rehabilitation practitioner’s competencies are based on research conducted through job task analysis studies of individuals currently working in the field. These studies are conducted regularly to ensure current practices are reflected in the exam. All items included on the exam reference published study materials.

This document is to be used as a guide to understand the **knowledge, skills and abilities** that a practitioner must have to perform the various tasks associated with each of the competency areas noted above and to be successful on the CPRP examination.

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**Definitions:**

**Knowledge, Skills, and Abilities (KSAs):** The attributes required to perform a job are demonstrated through qualifying service, education, and/or training.

**Knowledge:** A body of information applied directly to the performance of a function.

**Skill:** An observable competence to perform a learned psychomotor act.

**Ability:** A competence to perform an observable behavior or a behavior that results in an observable product.

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**Categories:**

The KSAs for the CPRP are organized under the following categories:

- Fundamentals of Psych Rehab
- Professional Role
- Legal & Ethical Obligations
- The Impact of Culture and Self
- Mental Health Conditions, Recovery and Management Strategies
- Systems and Support
- Wellness / Whole Health

### Fundamentals of Psych Rehab

#### Fundamentals of Psych Rehab: Key Knowledge

*A CPRP must have knowledge of the following:*

- ◆ The Core Principles of Psychiatric Rehabilitation
  - PRA Practice Guidelines
  - PRA Practitioner Code of Ethics
  - Recovery and the recovery process
  - The range of interventions available.
- ◆ Literature relevant to psychiatric rehabilitation and recovery
- ◆ Rehabilitation and intervention choices
  - Evidence-based practices and emerging practices
  - Available specialty services
- ◆ Social Determinants of Health
- ◆ The definition of goals and the elements of a goal statement
  - Range of goals and the goal setting process
  - Rationale for flexibility in setting the intensity and levels of services
  - Relationship between choice and individual outcomes
- ◆ Involvement of the individual in the assessment and rehabilitation planning process
  - The collaborative and co-productive nature of the process
  - Range of available assessment methods and interventions
  - Needs assessment techniques
    - Individually driven readiness for change assessment and readiness development
    - Functional and resource assessment
    - Strengths, needs abilities preferences assessment
    - Wellness based strengths assessment
    - The importance of immediate assessment and goal planning

#### Fundamentals of Psych Rehab: Key Skills and Abilities

*A CPRP must be skilled in the following:*

- ◆ Establish trust
  - Use self-disclosure
  - Explain information clearly
- ◆ Establish effective working alliances
- ◆ Active listening
  - Ask facilitative questions
  - Listen for meaning not solutions

- ◆ Conduct rehabilitation readiness assessments
- ◆ Collaboratively conduct a skills assessment related to the individual's goals
  - Help an individual recognize his/her strengths and interests
    - Use motivational interviewing techniques
    - Clarify personal values and interests
- ◆ Collaboratively develop rehabilitation plans in language meaningful to the individual
  - Use SMART (Specific, Measurable, Action oriented/Achievable, Responsible, Time-limited) goal setting approach
  - Identify multiple pathways for achieving specific goals
  - Work together to prioritize needed skills
  - Set and modify measurable and incremental steps for individual objectives and goals
  - Make requested changes in plans using feedback from the individual in all steps
  - Work together to define and evaluate progress toward personal goals
- ◆ Collaboratively conduct a resource assessment plan and projected outcomes
  - Help the individual match goals with natural supports, community resources, and service options
  - Build the skills needed to access and utilize resources
  - Encourage individuals to find their voice and to self-advocate
  - Assist with the necessary documentation to facilitate services
- ◆ Collaboratively develop a personal wellness plan in language meaningful to the individual
  - Identify individual stressors
  - Establish daily routines and habits
  - Identify coping skills, strategies and specific steps to deal with crises
  - Explore problem solving steps
- ◆ Help the individual to assess relevant needs at regular intervals
  - Identify changes in behavior, psychiatric symptoms, or appearance that indicate a relapse
  - Choose crisis intervention techniques based on the individual's needs and preferences
  - Use individually identified de-escalation techniques
  - Develop a plan for implementation of crisis stabilization services
- ◆ Provide coaching, feedback, modeling, reinforcement, reassurance and recognition of achievement
- ◆ Develop resources (linking, modifying or creating)
- ◆ Develop skills (teaching skills and implementing skill use)

### Professional Role

#### Professional Role: Key Knowledge

*A CPRP must have knowledge of the following:*

- ◆ Sources of research and scholarship applicable to mental health and psychiatric rehabilitation
- ◆ Implications of physical & mental health policy on people with psychiatric disabilities/serious mental health conditions
- ◆ Key stakeholders, public officials, and decision-makers in mental health and psychiatric rehabilitation
- ◆ Advocacy resources and environment in local community
- ◆ Natural and community supports, services, and systems
- ◆ Methods of teaching and developing skills and information, adult learning principles

#### Professional Role: Key Skills and Abilities

*A CPRP must be skilled in the following:*

- ◆ Communicate clearly with stakeholders and relevant public officials
- ◆ Engage and collaborate with natural supports (e.g., family members, friends, educators, neighbors/community, religious/spiritual advisors) and professional supports (e.g., behavioral and physical health providers, social services)
- ◆ Network and build relationships with key community resource personnel, public officials, and organizational leaders
- ◆ Facilitate the following
  - Development of peer support and mutual aid groups, and interactions with successful peer role models
  - Group meetings and classes, including group activities in which individuals can learn specific skills
  - Participation in social and community activities
  - Opportunities to develop social, community, and natural supports
- ◆ Prepare skill lessons and plans for applying and using skills in natural environments and roles
- ◆ Advocacy skills
- ◆ Negotiation and conflict resolution skills
- ◆ Develop the leadership skills of individuals with psychiatric disabilities
  - Assist individuals to identify preferences and opportunities for leadership
  - Model, coach, and teach communication skills needed to be successful in leadership roles
- ◆ Read, summarize, and evaluate relevant knowledge in psychiatric rehabilitation, mental health, and health care from:
  - Relevant professional journals and other publications
  - Government reports and white papers
  - Workshops at professional conferences
  - Professional meetings
  - In-service and other training
- ◆ Apply research knowledge to practice in psychiatric rehabilitation

**Legal & Ethical Obligations****Legal and Ethical Obligations: Key Knowledge**

*A CPRP must have knowledge of the following:*

- ◆ Principles and Codes of Ethics
- ◆ Ethical decision-making processes and models
- ◆ Awareness of one's own worldview including values, beliefs, perceptions and culturally learned assumptions
- ◆ An understanding of recovery and goals and ability to differentiate personal recovery goals from systemic recovery goals
- ◆ The parameters of ethical helping relationships
- ◆ Regulatory systems and issues
  - Client/patient legal rights including confidentiality and privacy
  - Legal issues relevant to mental illness and its treatment
  - Local laws and regulations regarding employment discrimination/equal opportunity, access and Accommodations and their limitations
  - Federal civil rights laws and regulations; and the limitations of existing legislation, laws and regulations
- ◆ Discrimination in housing, employment and within the community
  - Strategies to counteract discrimination
- ◆ Human rights advocacy information and activities
  - Protection and advocacy systems
  - Role of national and local psychiatric rehabilitation organizations in advocacy
  - Agency policy regarding public statements and advocacy
  - Advanced directives

**Legal and Ethical Obligations: Key Skills and Abilities**

*A CPRP must be skilled in the following:*

- ◆ Apply the Principles and Codes of Ethics that support helping relationships
- ◆ Identify and apply ethical decision-making processes and models
- ◆ Recognize the impact of one's own worldview including values, beliefs, perceptions and culturally learned assumptions so that different perspectives of recovery are considered
- ◆ Be able to differentiate personal recovery goals from systemic recovery goals
- ◆ Identify the parameters of ethical helping relationships.

- ◆ Explain and discuss the relevant regulatory systems and issues
  - Individual legal rights including confidentiality and privacy
  - Legal issues relevant to mental illness and its treatment
  - Local laws and regulations regarding employment discrimination/equal opportunity, access and accommodations and their limitations
  - Federal civil rights laws and regulations; and the limitations of existing legislation, laws and regulations
- ◆ Identify experiences of discrimination in housing, employment and within the community
  - Discuss individually preferred strategies to recognize and respond to discrimination
  - Link with others to bring legal action when appropriate
- ◆ Connect individual with human rights advocacy resources
  - Protection and advocacy systems
  - The role of national and local psychiatric rehabilitation organizations in advocacy
  - Agency policy regarding public statements and advocacy
- ◆ Advocate for and with public resources
  - To ensure access
  - For flexibility in the service systems
  - For individuals when inappropriately denied benefits/entitlements
- ◆ Consult with others who have greater knowledge and expertise in ethics and law

**The Impact of Culture and Self****The Impact of Culture and Self: Key Knowledge*****A CPRP must have knowledge of the following:***

- ◆ Role and impact of culture and worldview on help-seeking, engagement in services, attitudes toward mental health conditions and care, effectiveness of behavioral health interventions
- ◆ The role and impact of culture in developing reasonable accommodations in adapting the physical and social environment
- ◆ Cultural awareness, , cultural identity, and cultural humility concepts
- ◆ Outreach and engagement techniques considering cultural background and identity
- ◆ The role of culture in navigating complex systems
- ◆ The implications of culture and language in interpreting evaluation, assessments and satisfaction surveys.
- ◆ The impact of cultural/generational trauma

**The Impact of Culture and Self: Key Skills and Abilities*****A CPRP must be skilled in the following:***

- ◆ Distinguish cultural awareness, , cultural identity, and cultural humility concepts and identify implications for mental health and psychiatric rehabilitation services
- ◆ Adapt interventions, approaches, information-sharing, education, and engagement strategies to engage individuals of diverse cultures in psychiatric rehabilitation
- ◆ Define one's own worldview including values, beliefs, perceptions and culturally learned assumptions
- ◆ Consider one's own actions, emotions, level of stress, and perceptions and the impact of those provider centered factors on individuals of diverse backgrounds
- ◆ Demonstrate understanding of and respect for the individual's perspective and the role and importance of their culture in their lives
- ◆ Support individuals to identify and define the aspects of culture important to their identity and life choices.
- ◆ Attend to aspects of cultural identity that are most important to the individual.

**Mental Health Conditions, Recovery and Management Strategies****Mental Health Conditions, Recovery and Management Strategies: Key Knowledge**

*A CPRP must have knowledge of the following:*

- ◆ Etiology, course and biological factors of psychiatric conditions
  - Co-occurring conditions
  - Interrelationship of psychiatric conditions and other health conditions
  - Impact of specific conditions on overall functioning
  - Psychiatric, substance use, and physical symptoms
- ◆ Distinctions between rehabilitation and medical models
  - Available treatment/rehabilitation options
  - Strengths model and strengths-based approaches
- ◆ Stress and Trauma theory
- ◆ The impact of individually defined stressors that contribute to relapse and crisis
  - Coping mechanisms for dealing with crisis
  - Specific interventions that de-escalate crisis
  - Strategies to address stressors
  - Risk of potential harm to self-and/or others
  - Crisis prevention and recovery management strategies
  - When and how to involve 988, police or other safety personnel
- ◆ Assessment tools designed for specific mental health conditions
- ◆ The role of medication as a recovery tool, its therapeutic effects, risks, and side-effects
- ◆ Shared decision-making approaches and reasons individuals discontinue medications
- ◆ Cognitive development, remediation and recovery interventions

**Mental Health Conditions, Recovery and Management Strategies: Key Skills and Abilities**

*A CPRP must be skilled in the following:*

- ◆ Provide collaborative and person-centered recovery interventions
  - Encourage individuals to actively participate in decisions about their recovery process
  - Encourage individuals to set their own goals and lead their recovery journey
  - Emphasize strengths and potential in helping an individual to shape their identity
  - Collaborate with other healthcare professionals including psychiatrists, psychologists, social workers, occupational therapists, and peer specialists/community health workers to provide comprehensive care
- ◆ Educate and effectively communicate with individuals and their families about their mental health issues, treatment options and coping strategies
- ◆ Active listening to understand the experiences and concerns of individuals with mental health challenges.
- ◆ Work with individuals from diverse cultural backgrounds and understand how cultural factors may influence etiology and symptom expression
- ◆ Effective administration of assessment tools
- ◆ Ability to recognize and respond to crises
  - De-escalation techniques
  - Implementation of emergency procedures
- ◆ Advocate for the rights and needs of individuals with mental health challenges both within the healthcare system and the broader community
- ◆ Assist individuals with applicable pre- and post- hospitalization processes
  - Advanced directives (medications, restraint instruction, pet and plant care, bill payment)
- ◆ Deploy cognitive development, remediation and recovery interventions

**Systems and Supports****Systems and Supports – Key Knowledge*****A CPRP must have knowledge of the following:***

- ◆ Available relevant resources, benefits, and entitlement programs
  - Basic eligibility requirements, regulations, application procedures, and appeals processes
  - How public and community resources are allocated and how they interact
  - Strengths and limitations of various community resources at different governmental levels
  - Strengths and limitations of service delivery systems
  - Complexity and common patterns of systems that impact individuals in recovery
  - How to incorporate resources into a recovery plan
- ◆ Natural community supports and resources (available to all such as libraries, parks, community centers, houses of worship)
  - Advantages of natural environments as places to learn practical living skills and resume desired roles
  - Benefits of an individual's use of natural community support to reduce dependency on the mental health system
- ◆ Benefits and goals of support groups, peer-run self-help groups, peer-directed service and advocacy associations, peer support programs, wellness programs and emerging practice/support interventions
- ◆ Models of supported education, supported employment, supported housing and supported decision-making
- ◆ Working with groups
  - Difference between rehabilitation and therapy groups
  - Strategies for developing a group curriculum and group activities
  - Theories of group dynamics; cohesion, group leadership and group selection
  - Social learning theory and social skills training
  - Tools to conduct a group meeting, evaluate individuals and group outcomes
- ◆ The broad array of approaches to mental health recovery

**Systems and Supports: Key Skills and Abilities*****A CPRP must be skilled in the following:***

- ◆ Collaboratively assist individuals to access and use public and community resources
  - Gather available resource information
  - Identify appropriate resources and potential barriers
  - Recognize stigma and support the individual to address the stigma
  - Design opportunities for individuals to practice skills navigating systems
  - Explain service systems outside psychiatric rehabilitation
  - Engage and involve individuals in program development and program evaluation
- ◆ Assess potential eligibility for entitlement and benefit programs
  - Discuss benefits in the areas of housing, employment, health, rehabilitation and disability
  - Support individuals' decisions about rehabilitation choices and treatment options
  - Ensure the individual is involved while subjective and objective data is collected
  - Assist the individual as needed in obtaining entitlements and benefits
- ◆ Access natural community supports and resources
  - Discuss available natural community supports
  - Assist the individual and the natural support system as needed
  - Accompany the individual to services or supports as requested
  - Facilitate activities which are consistent with an individual's needs, interests and choices
- ◆ Assist the individual with choosing, getting and keeping jobs, living situation, learning environments, and chosen roles
- ◆ Learn and apply outreach techniques when needed
- ◆ Observe and critique other programs
  - Partner with persons and other stakeholders to develop needed resources in the community
- ◆ Navigate services and resources from complex and diverse systems
  - Link, modify or create resources to meet the needs of the individual
  - Suggest changes for integrating services and resources
  - Help individuals develop self-advocacy skills to use resources and services
    - Use and help select measures of satisfaction for available services
    - Utilize cost and outcome data may be used as an advocacy tool

**Wellness / Whole Health****Wellness/Whole Health: Key Knowledge*****A CPRP must have knowledge of the following:***

- ◆ Dimensions of wellness (social, emotional, occupational, financial, environmental, spiritual, intellectual and physical)
- ◆ Similarities and differences between illness-oriented and wellness-oriented approaches
- ◆ Impact of social, psychological-emotional, physical and spiritual determinants, of health on overall wellness
- ◆ Relationship between wellness, empowerment, and personal responsibility
- ◆ Models of integrating behavioral health and physical health programs, services, and systems
  - Positive, strengths-based approaches to whole-health and wellness
  - Role of self-defined balance in achieving overall wellness
  - Wellness coaching approaches and strategies to promote wellness, the presence of:
    - Purpose in life
    - Active involvement in work and play
    - Joyful relationships
    - A healthy body and living environment
    - Happiness
- ◆ Empowerment principles, theories and approaches
  - Motivational theory
  - Motivational strategies
  - Motivational interviewing techniques
  - Stages of change

**Wellness and Whole Health: Key Skills and Abilities*****A CPRP must be skilled in the following:***

- ◆ Wellness Coaching Skills:
  - Orient individuals to wellness coaching process and steps
  - Assess strengths in dimensions of wellness
  - Set SMART Goals
  - Wellness planning, building accountability, tracking progress, and planning for sustainability
  - Mentor and support individual wellness
- ◆ Collaborate with individuals to:
  - Assess their strengths
  - Develop short-term goals in the wellness domain the individual has chosen to strengthen
  - Create actionable steps
  - Explore and get resources to support action steps
  - Examine and find ways to remove barriers to achieving action steps
  - Set plans to sustain and further the gains achieved
  - Establish habits to sustain self-defined balance in dimensions of wellness
  - Motivational interviewing and other strategies to engage individuals in building a wellness lifestyle



## CHILD AND FAMILY RESILIENCY PRACTITIONER EXAM BLUEPRINT

**Effective March 1, 2015** - *The exam blueprint provides an indication of the breadth of information needed for candidates to be successful in completion of the Certified Child and Family Resiliency Practitioner (CFRP) examination. Included in the blueprint are the eight performance domains that have been identified through a comprehensive Job Task Analysis Study conducted by the Certification Commission for Psychiatric Rehabilitation. Within each domain, the core areas of knowledge and skills needed to demonstrate competence in practice are identified. Practitioners will be assessed in these areas on the examination. The percentages following each domain indicate the approximate content on the exam related to that domain.*

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### DOMAIN I. (14 – 16%)

#### Interpersonal Competencies

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- TASK 1.** Recognize the impact of one’s own views, values, and culturally learned assumptions while working with children, youth and families
- TASK 2.** Engage and include children and families from diverse backgrounds (e.g., socioeconomic status, race, ethnicity, gender, sex, sexual orientation, age, nationality, disability status, religion, spirituality) that comprise the demographics of the community where services are provided.
- TASK 3.** Communicate effectively with children, youth and caregivers in an effort to engage in a collaborative relationship.
- TASK 4.** Instill hope through the understanding, affirmation, and implementation of a strengths based approach to interactions (verbal and nonverbal communication) regarding an individual’s potential for resiliency and wellness.
- TASK 5.** Use collaborative relationships in order to facilitate positive personal and systemic changes.
- TASK 6.** Facilitate effective collaboration of systems serving children, youth and caregivers when appropriate to needs and goals.
- TASK 7.** Promote peer-to-peer groups in order to provide support and validation and to engage individuals in a wide range of activities that support the development of prosocial and age appropriate skills.
- TASK 8.** Promote resilience, self-determination, and matching services to age and developmentally appropriate needs and goals.

## CHILD AND FAMILY RESILIENCY PRACTITIONER EXAM BLUEPRINT

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### DOMAIN II. (16 – 18%)

#### Professional Role

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- TASK 1.** Acquire knowledge and skills in order to provide services that are evidence based and emerging best practices and consistent with PRA Practice Guidelines.
- TASK 2.** Conduct all professional activities in compliance with the Practitioner Code of Ethics and applicable laws and regulations.
- TASK 3.** Teach, encourage and support children and their families to effectively and sustainably engage systems such as education, health and welfare/child protection, juvenile justice in actions to meet their developmental and recovery needs.
- TASK 4.** Facilitate informed decision making by children and their families by communicating information about laws, regulations, and available service options affecting their efforts toward enhancing resiliency and achieving recovery.
- TASK 5.** Utilize skills and interventions to support the resiliency of children and their families in the accomplishment of valued activities in roles.
- TASK 6.** Facilitate practical and meaningful activities for children and their families to live, learn, and socialize in their natural environments of choice.
- TASK 7.** Recognize one’s own role during conflict in order to facilitate resolution.
- TASK 8.** Take intentional personal action to support the resiliency of children and their families
- TASK 9.** Maintain personal wellness to ensure the effective provision of services to children and their families.
- TASK 10.** Promote the effectiveness of psychiatric rehabilitation with colleagues, agencies providing services and service delivery systems.
- TASK 11.** Seek input and feedback from stakeholders, including youth and families, in order to determine ways of improving services.

## CHILD AND FAMILY RESILIENCY PRACTITIONER EXAM BLUEPRINT

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### DOMAIN III. (8 – 10%)

#### Community Integration

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- TASK 1.** Develop community resources to meet the needs of children receiving services
  - TASK 2.** Develop linkages with a wide range of community resources.
  - TASK 3.** Educate and link children and families to appropriate entitlement and benefit programs
  - TASK 4.** Educate and connect children and families to legal and advocacy resources as needed and/or requested in order to promote self-advocacy.
  - TASK 5.** Provide information on alternatives and complementary supports to traditional psychiatric treatment.
  - TASK 6.** Assist children and families, and their natural support systems (e.g., family, significant others, friends, community supports), to develop the skills necessary to navigate cultural issues.
  - TASK 7.** Support children and families in developing skills to engage and sustain specific resources to meet their needs and goals.
  - TASK 8.** Integrate community resources and entitlement programs into assessment, planning, evaluation and outcomes.
  - TASK 9.** Challenge situations in the community that discriminate against children living with severe emotional disturbances and their families.
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### DOMAIN IV. (14 – 16%)

#### Assessment, Planning, and Outcomes

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- TASK 1.** Assist children and families in identifying personal needs, priorities, strengths, and interests in order to help them establish goals that are consistent with their age and worldview.
- TASK 2.** Perform assessments across multiple life domains in order to identify needs, strengths, supports, and barriers.
- TASK 3.** Collaborate with children, families and teachers to help them identify their personal preferences for dealing with crises.
- TASK 4.** Collaborate with children, families and teachers to establish goals with specific, measurable, time framed action steps in order to develop effective rehabilitation plans.
- TASK 5.** Identify, assess and plan opportunities that empower children and families to transition, when appropriate and effective, from professional provider services to natural community supports.
- TASK 6.** Educate families on service options in order for them to choose the best options and levels of service and community supports for their child.
- TASK 7.** Regularly evaluate and modify the service plan with the child, family and/or Teacher based on the child's progress towards their goals.

## CHILD AND FAMILY RESILIENCY PRACTITIONER EXAM BLUEPRINT

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### DOMAIN V. (16 – 18%)

#### Strategies for Facilitating Resiliency and Recovery

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- TASK 1.** Acquire knowledge of and utilize various approaches to engage children and families, including evidence based practices, best practices, and culturally relevant practices.
- TASK 2.** Provide best practice approaches to services, including evidenced based practices, which help children and their families, develop skills and have confidence that allows them to thrive in their communities
- TASK 3.** Respond to cultural factors when collaborating with children and families.
- TASK 4.** Employ crisis intervention strategies as needed.
- TASK 5.** Educate and/or provide access to education on issues related to children's development, children's behavioral health problems, use of medications, legal issues, benefits, entitlements, wellness and resiliency
- TASK 6.** Utilize individualized outreach techniques that are culturally relevant to engage children and their families in interventions.
- TASK 7.** Assist children and families to develop and/or improve the skills, supports, and accommodations necessary to foster resiliency and achieve their goals.
- TASK 8.** Assist children and families in identifying and developing strategies that support the ongoing use of skills developed to promote mental and physical health.
- TASK 9.** Assist families in their efforts to modify their child's learning, social and home environments to enhance the development of resiliency and growth
- TASK 10.** Use motivational techniques, enhancement and readiness development to initiate and/or sustain the development of resiliency and growth.
- TASK 11.** Promote the integration and inclusion of all children in meaningful social, civic, and community activities that will help them achieve their goals.

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### DOMAIN VI. (7 – 9%)

#### Systems Competencies

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- TASK 1.** Advocate for improved access, inclusion and integration with public services and resources to facilitate a child's growth and resiliency.
  - TASK 2.** Advocate for cross service system changes and collaboration, to be responsive to the cultural needs of children and families receiving comprehensive community services.
  - TASK 3.** Combat stigma, oppression, discrimination, and prejudice in all forms, directed against children and families
  - TASK 4.** Assist families in their capacity to use other service systems to help meet their child's goals.
  - TASK 5.** Encourage and support the development of peer-to-peer services and leaders among children, transition-age youth, and families receiving comprehensive community services.
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## CHILD AND FAMILY RESILIENCY PRACTITIONER EXAM BLUEPRINT

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### DOMAIN VII. (9 – 11%)

#### Supporting Health and Wellness

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<b>TASK 1.</b>	Teach children and families to identify and use strategies and community resources for improving various dimensions of wellness.
<b>TASK 2.</b>	Assist children and families in identifying and accessing specialized services (i.e., early childhood interventions, trauma informed care, health promotion and nutrition services, special education, physical healthcare, etc.).
<b>TASK 3.</b>	Support children and families to develop and implement the knowledge, skills, and attitudes necessary to maintain health and wellness.
<b>TASK 4.</b>	Promote the importance and development of whole health in children.

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### DOMAIN VIII. (8 – 10%)

#### Transition-Age Youth Services

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- TASK 1.** Understand and recognize different developmental norms for youth.
- TASK 2.** Recognize and understand youth culture (music, language, dress, belief structures, etc.).
- TASK 3.** Teach youth how to effectively interact with community resources
- TASK 4.** Teach, encourage and support youth to advocate for themselves
- TASK 5.** Facilitate skill building, goal setting, self-discovery, and learning across all life domains
- TASK 6.** Communicate collaboratively with family, peer-support and other stakeholders
- TASK 7.** Utilize developmentally informed skills and interventions to support youth.
- TASK 8.** Assist youth in identifying and accessing specialized services that meet their needs.
- TASK 9.** Engage and work with natural peer groups (e.g., friends, siblings, classmates, teammates, etc.)
- TASK 10.** Maximize supports and linkage for youth and families
- TASK 11.** Promote and empower youth in the transition from professional youth services to natural supports in the community (friends, family, etc.) and/or adult service systems.
- TASK 12.** Demonstrate ethical use of current technology to communicate with youth.

## CFRP Reading List

The Certification Commission for Psychiatric Rehabilitation has developed a list of CFRP exam candidates Core Recommended Readings. This list is compiled for use in preparing for the CFRP examination. Each of the resources contains pertinent information for elucidation of the core disciplines outlined in the examination blueprint. These texts are highly recommended for use in preparing for the CFRP examination.

### Texts and Journal Articles

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