



Psychiatric
Rehabilitation
Association

PRA CERTIFICATION EXAM APPLICATION CHECKLIST

- Step 1.** Determine your exam eligibility pathway for the credential corresponding to the population you serve: CPRP for those serving Adults and Transition Age Youth (16+), CFRP for those serving children/youth (<18) and their families. View pathways & requirements at www.psychrehabassociation.org/eligibility
- Step 2.** Login (or register) on the PRA website, then visit the PRA online store to **purchase the appropriate Exam Application Fee**. Follow the link in your confirmation email to **begin your exam application** in PRA's online application system.
- Step 3.** Visit the appropriate "Preparing for the Exam" page (links provided below) to access supplemental documents and tools to assist you in the exam and application process. **Please note: your entire application must be submitted via the online application system; no documents should be mailed, faxed, or emailed to PRA unless requested by PRA.**

Preparing for the CPRP Exam: www.psychrehabassociation.org/cprp-certification/preparing-cprp-exam

Preparing for the CFRP Exam: www.psychrehabassociation.org/cfrp-certification/preparing-cfrp-exam

- Step 4.** Gather documentation of meeting the qualification requirements of your selected pathway:
- **Academic Preparation:** Official Transcript(s) and/or Degree(s)/Diploma(s)/Certificate(s)
 - **Education & Training:** All *qualifying* professional Education & Training received within the 36 months prior to submitting your application. Refer to the "Preparing For" links above for tools to assist you with determining activities that qualify towards this requirement, and tools to calculate and track them.*
 - **Work Experience:** During the application process, you will be asked to submit verification of employment forms for qualifying work experience, which must be signed by supervisor(s) and uploaded into the online application. **PLEASE NOTE: As of 2019, you may now qualify to sit for the exam PRIOR to completing the work experience requirement, however you will still need to complete this requirement before becoming certified.**

*Most pathways require 45 hours of *qualifying* Education & Training, unless otherwise indicated. Training must be accumulated prior to submitting your application, 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. For more information, please refer to the "Eligibility" and "Preparing For" links above.

NOTE: Work Experience may be earned through full-time, part-time, volunteer, internship or placement in a psychiatric rehabilitation program. Part-time work can be pro-rated as Full Time Equivalent (FTE). Volunteer or unpaid work, internships, or placements may account for up to 50% of the required experience. Employment verification forms signed by a supervisor must be submitted for all positions.

- Step 5.** **Complete and Submit your Application.** You will receive notifications via email as your application proceeds through the review process, including any requests by reviewers for additional information. Upon approval, you will receive an Authorization to Test (ATT), and our testing company (PSI) will contact you to **schedule your exam date and location.**

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