



Psychiatric
Rehabilitation
Association

PRA Certification Candidate Handbook

Preparing for a PRA Certification Exam

(updated March 25, 2019)



Psychiatric Rehabilitation Association

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PRA Certification Candidate Handbook

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) 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, with or without notice. When policies are changed, you may be notified in writing, by email, or by issuance of a revised edition of the Handbook.

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, and should be evidence-based. 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.

Psychiatric Rehabilitation Association • 7918 Jones Branch Drive, Suite 300 • McLean, Virginia 22102
p. 703.442.2078 • f. 703.506.3266 • info@psychrehabassociation.org • www.psychrehabassociation.org



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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.

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.

The Commission has autonomy in decision making related to all essential certification matters, including eligibility standards, and exam development and administration. The Commission consists of no less than eleven (11) and not more than fifteen (15) members at any given time. Commissioners serve a term of four (4) years, and may serve no more than two (2) consecutive terms, or a maximum of ten (10) years. At all times, no less than 2/3 of all Commissioners are CPRPs and/or CFRPs in good standing. The Commission strives to maintain a diverse membership; ensuring geographic representation of all CPRPs and CFRPs. Commissioners may be recipients of psychiatric



rehabilitation services, family members of recipients, those in related helping professions, and Public Mental Health Administrators.

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 leg 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.

Document References to Organization

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

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.



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Candidate Name Change

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

Contacting PRA

For assistance with certification-related questions, contact certs@psychrehabassociation.org. For assistance with membership renewals, purchases/payments, login/password assistance, or other general information, contact info@psychrehabassociation.org.

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.

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 certs@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 certs@psychrehabassociation.org.

Candidates who have been granted special testing accommodations will receive an approval letter, which must be signed and returned to PRA, accepting the accommodations granted, in order to receive their Authorization to Test (ATT). Candidates must bring the special accommodations approval letter to the test site and present it at check-in. Accommodations cannot be requested or amended on the day of the exam.



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Privacy and Confidentiality

Candidate Information

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.

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 giving or 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



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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.

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.

Applicants are encouraged to review the status of their application throughout the review process by logging into the PRA application system.

The Authorization to Test (ATT) will be sent directly by PSI and will include the PRA ID number associated with the candidate, as well as instructions on selecting a testing center location and date/time.

Candidate's name on the Authorization to Test (ATT) MUST match the name on their government issued photo identification when they arrive at the testing center. Candidates may check the status of their ATT by logging into their account.

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 certs@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:

- a) Revocation of a professional license
- b) Felony activity
- c) Failure to sign the PRA Code of Ethics
- d) 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:

- a) The decision was legitimate and stands
- b) The decision was legitimate, but terms will be adjusted
- c) The decision was not legitimate, and the requested resolution is approved

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.



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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.

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.

Pathway	Academic Preparation	Education & Training	Work Experience
CFRP/CPRP 1	Current PRA Certification (CPRP or CFRP seeking dual-certification)	Exempt (corresponding Prep or Refresher Course** recommended)	Exempt (implied by existing certification)
CFRP 1A	Certificate in Children's Psychiatric Rehabilitation AND 2-year degree (AA/AS), HS Diploma, or GED*		2,000 hours Relevant Work Experience (RWE)
CFRP 1B	Certificate in Children's Psychiatric Rehabilitation AND 4-year degree or higher (BA/BS, MA/MS/MSW, PhD, JD)	Exempt (corresponding Prep or Refresher Course** recommended)	1,000 hours RWE
CFRP/CPRP 2	Degree or Graduate Certificate in PSR (Cert, AA/AS, BA/BS, MA/MS, PhD)		Qualifying Internship OR 1,000 hours RWE
CFRP/CPRP 3	HS Diploma or higher* AND Peer Specialist Credential	45 Contact Hours related to appropriate age group***	2,000 hours RWE
CFRP/CPRP 4	2-year degree* in Allied/Behavioral Health		Qualifying Internship OR 4,000 hours RWE
CFRP/CPRP 5	4-year degree in Allied/Behavioral Health	(corresponding Prep or Refresher Course** recommended)	Qualifying Internship OR 2,000 hours RWE
CFRP/CPRP 6	Graduate Degree or Higher in Allied/Behavioral Health (MA/MS/MSW, PhD, JD)		Qualifying Internship OR 1,000 hours RWE
CFRP/CPRP 7	HS Diploma, GED, or 2-year degree in ANY field (HS/GED, AA/AS)*	4,000 hours RWE	2,000 hours RWE
CFRP/CPRP 8	4-year degree or higher in ANY field (BA/BS, MA/MS/MSW, PhD, JD)		

All pathways include eligibility requirements in three categories:



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- a) Academic Preparation
- b) Work Experience*
- c) Education & Training**

Candidates must meet Academic Preparation and Education & Training requirements prior to sitting for the exam. Work Experience requirements may be met before or after taking the exam. Candidates will become certified after passing the exam and meeting all eligibility requirements.

*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.

Training must be accumulated prior to submitting an 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 on the Certification portion of the PRA Website.***

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.

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

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.

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



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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. The most prominent ways to prepare are listed in the sections below. In addition, the PRA website provides multiple resources to assist with exam preparation:

- www.psychrehabassociation.org/cprp-certification/preparing-cprp-exam
- www.psychrehabassociation.org/cfrp-certification/preparing-cfrp-exam

PRA Certification Exam Preparation Course

Offered both online and, *as requested by employers*, in-person onsite, 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.

The CFRP Exam Preparation Course is currently available as an on-site training, and an online CFRP Prep Course is under development and will become available in late Summer 2019.

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, including the estimated number of participants, target dates, and any other details that may assist PRA when putting together a quote.

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..

Study Groups

Candidates are strongly encouraged to form or join Study Groups with others planning to sit for the exam. Applications are due well in advance of the exam date, so you may want to begin the study process before you submit your application. This will also help to ensure your level of confidence at the time of application. PRA does not manage study groups, and cannot assist with connecting you to one; please reach out to colleagues or employers in your region, or a nearby PRA Chapter or Affiliate to connect with other candidates.



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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. Take the practice test to know where you stand with your knowledge. 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 not currently available.

Recommended Readings

The Certification Commission has compiled a list of recommended readings, consisting of documents and texts used in referencing exam items. Many 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:

- [CPRP Recommended Reading](#)
- [CFRP Recommended Reading](#)

The Application Process

Step 1: Determine Eligibility Pathway

- www.psychrehabassociation.org/eligibility

Step 2: Submit Exam Application Fee

- Login (or register) on the PRA website, visit the PRA online store, and purchase the appropriate exam application fee (search “exam”)

Step 3: Visit Appropriate “Preparing for the Exam” page on the PRA website:

- CPRP Exam: www.psychrehabassociation.org/cprp-certification/preparing-cprp-exam
- CFRP Exam: www.psychrehabassociation.org/cfrp-certification/preparing-cfrp-exam

Step 4: Gather documentation of meeting selected eligibility pathway requirements

Step 5: Complete and Submit Application

- Candidates will follow the link in the confirmation email received after submitting their Exam Application Fee to start an exam application in PRA’s online application system. One complete, candidates submit their application to begin the review process. Candidates should allow 2-4 weeks after submission for initial application review.

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p. 703.442.2078 • f. 703.506.3266 • info@psychrehabassociation.org • www.psychrehabassociation.org



Candidates will receive notifications via email as their application proceeds through the review process, including any requests by reviewers for additional information. Upon approval, candidates will receive an Authorization to Test (ATT) email directly from PRA's testing company (PSI Exams) with instructions on scheduling their exam location and date/time. Exam results will be sent according to the Exam Dates and Deadlines below.

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.

All Deadlines are 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, testing center date/time availability, and processing time.

Exam Application and Retake Fees

- CPRP/CFRP Exam Application Fee: \$395 (PRA Members) / \$515 (PRA Nonmembers)*
- CPRP/CFRP Exam Retake Fee: \$200 (PRA Members)* / \$320 (PRA Nonmembers)**

*Candidates must submit the appropriate Exam Application fee prior to beginning their application.

**Candidates that do not pass the exam must submit the appropriate Retake Fee, then wait for instructions from PRA's testing center provider (PSI) to schedule their exam location and date/time.

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 to schedule a time for a PRA staff person to assist you.



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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 certs@psychrehabassociation.org to verify your member status.

Exam Dates & Deadlines

Eligibility Period

Candidates must sit for the exam within one year 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, up to three times (once per quarter) *upon submission of a retake fee* (one retake fee per additional attempt), until the one-year anniversary of their application approval. Once the one-year eligibility period has passed, candidates must re-apply to sit for the exam by submitting the exam application fee and completing a new application.

Exam Periods

PRA Certification Exams are offered 365 days per year and scored quarterly. Once a certification exam application has been approved, candidate information will be sent to PSI, our testing center provider, who will contact candidates directly via email with instructions on how to schedule the date and time of their examination (at any of PSI's available testing centers worldwide – refer to the appropriate “Preparing for the Exam” website listed in the previous section for a list of testing locations). PRA will send PSI newly approved candidate information weekly. Please allow up to ten (10) business days following approval of your application to receive correspondence from PSI. If you have not heard from PSI after ten (10) business days, please check your spam and junk folders first, then email PRA at certs@psychrehabassociation.org.

- | | |
|---|---|
| Exam Period 1: January 1 – March 31 | (results / score reports sent approximately April 30) |
| Exam Period 2: April 1 – June 30 | (results / score reports sent approximately July 31) |
| Exam Period 3: July 1 – September 30 | (results / score reports sent approximately October 31) |
| Exam Period 4: October 1 – December 31 | (results / score reports sent approximately January 31) |



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PLEASE NOTE: The same version of the candidate's name must appear on their initial registration with PRA, the Authorization to Test (ATT), and the official identification presented at the testing center. If the information on the ATT does not match candidate's identification, they must contact PRA immediately via email at certs@psychrehabassociation.org.

Exam Scheduling and Changes

PRA recommends that candidates wait 24 hours after receipt of their Authorization to Test (ATT) before scheduling their exam, then do so promptly to maximize the opportunity to sit for the exam at their preferred location and date/time. Candidates may schedule their exam using PSI's online scheduler at <https://candidate.psiexams.com> or by calling the customer service call center at 1-800-211-2754 (toll-free).

Appointment Confirmation

After scheduling their exam location and date/time, candidates will receive a registration confirmation email from PSI Exams with specific information about their exam location, date and time. This information will include directions and reporting time for the testing center. Candidates should bring this notice with them to the testing center.

Weather

In the event of inclement weather or unforeseen emergencies, PSI Services will determine whether circumstances warrant the closure of a particular testing center:

- The examination will not be rescheduled if the supervisor is able to open the testing center. Candidates may contact the PSI Customer Service Call Center at 1-800-211-2754 (toll-free) to determine if a testing center is closed.
- If an examination is cancelled, candidates scheduled for that site will be contacted by PSI Services to reschedule. Candidates will not incur any additional exam fees if their test is cancelled by PSI for any reason.
- PRA is not responsible for any personal expenses (e.g. travel, food, accommodation) incurred for an exam administration that is cancelled due to inclement weather or unforeseen emergencies.

Rescheduling or Postponing an Appointment

Once candidates have scheduled their exam appointment, they must comply with PSI's policies for rescheduling, postponing, or cancellation, as indicated on their appointment confirmation and/or other correspondence. Candidates may reschedule or postpone an exam by visiting <https://candidate.psiexams.com> or by contacting the PSI Customer Service Call Center at 1-800-211-2754 (toll-free). Candidates may only be able to reschedule or postpone their appointment well



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in advance, and should refer to PSI correspondence for related deadlines. Additional fees may be assessed by PSI for scheduling changes.

Day of Exam

Checking-In

Candidates should arrive and sign in at the testing center at least 30 minutes ahead of their appointment.

Identification

You must bring a government-issued Photo Identification (ID) with you to the testing center. The same version of your name must appear on your Authorization to Test (ATT) and your ID.

Identification may include*:

- Government-Issued Driver's License
- Passport
- Military ID
- State/County ID
- Alien Registration Card (Green Card or Permanent Resident Visa)
- Other Government-Issued ID.

PLEASE NOTE: A temporary or expired ID is NOT acceptable, even with accompanying renewal paperwork.

If the testing center staff question the identification presented by a candidate, they may be asked for additional proof of identity, and may be refused access to the exam if identification is deemed insufficient. If a candidate has any concerns about the validity of their ID, they are encouraged to bring a secondary form of identification and/or verify with the testing center and/or PSI well before their scheduled exam.

A digital photograph and/or biometric security procedure such as palm vein recognition may be employed as a part of the check-in procedure. Late arrivals may not be permitted to take the exam.

Refused Access

If a candidate is refused access to the testing center for ANY reason, they forfeit all fees, and must pay a retake fee to schedule another exam attempt.

Prohibited Items

No items may be taken into the testing room. Prohibited items include, but are not limited to:



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- Paper and printed materials including books, newspapers, magazines, notebooks, study guides, outlines, dictionaries, organizer/day planners, notes in any written form, blank paper
- Office/school supplies of any kind including pens, pencils, erasers, rulers/slide rulers
- Containers of any kind including briefcases, handbags, backpacks, hip packs, plastic or paper bags
- Electronic devices of any kind including calculators, personal digital assistants (PDAs), cameras, photographic or scanning devices, cellular phones, radio-transmitter/receivers, computers, tape/disk recorders or players, pagers or beepers
- Personal wear and items including pendant necklaces, large earrings, watches, hats or visors (except head coverings for religious reasons), non-prescription glasses or sunglasses, eyeglass cases, umbrellas, headsets or audio earmuffs (unless provided by the testing center) or weapons of any kind

Lockers are provided at the testing center to store a small number of personal belongings. It is the candidate's responsibility to surrender all items voluntarily prior to testing. Any persons possessing prohibited items in the examination room will not be allowed to continue their examination, will forfeit all fees, and may have examination scores invalidated.

Late Arrival / No Shows

PRA is liable for all associated test delivery costs for candidates, whether they appear for their scheduled exam or not. 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 retake fee to schedule another exam attempt.

PSI Deadline Precedence

Though PRA provides guidance on deadlines to cancel/reschedule exams, arrival times and other testing center requirements, PSI determines these requirements, and may change them at their discretion. If PSI communicates a deadline or requirement that conflicts with this document, the information in the PSI communications should be followed.

Proctors

Proctors will assist candidates with the check-in process at the testing center, and will observe examinations in progress. Proctors can review testing center protocol and procedures, but cannot answer questions about exam content. Proctors monitor breaks and require candidates to provide verification if they need to leave the room during the examination.

Translators

Translators are not permitted at any test site, including print, electronic, or in person. Testing center proctors and staff are prohibited from acting as translators at any point in the testing experience.



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Clothing

Candidates are advised to dress comfortably for various temperature conditions at the testing center.

Test Length and Time

- Candidates taking the Certified Psychiatric Rehabilitation Practitioner (CPRP) Exam have three (3) hours to complete a 150-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.

Of this time, a maximum of five minutes is allotted to the security and confidentiality agreement, and five minutes to a brief survey.

Proctors at the testing center will instruct candidates on what to do if they finish the exam before the allotted time has passed.

Unscheduled Breaks

Unscheduled breaks during exams are taken on the candidate's own time; in other words, the clock does not stop if the candidate takes a break to eat or use the restroom. Candidates should plan their exam time carefully.

Getting Started

Candidates have limited time to read and respond to the introductory screens. While there is adequate time to review the screens and respond, there is NOT enough time to leave the testing room or do anything other than proceed to the exam.

Guessing

If a candidate is not sure of the correct answer for a question, it is to their benefit to make an informed guess. A passing result is based on the number and difficulty of questions answered correctly.

Exam Administration Conditions

Should a candidate experience any environmental difficulties during the administration of the exam (too hot, too cold, too noisy, testing accommodations issues, etc.), they are obligated to tell a proctor as soon as it is experienced. Concerns not resolved at the testing center should be submitted by the candidate in writing to PRA at certs@psychrehabassociation.org within five (5) days of their examination date.



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Exam Results / Score Reports

The date a candidate sits for an exam determines when they will receive their results/score report. Exam results/score reports are scored at the conclusion of each quarterly exam period. The scoring process can take up to one month, after which score reports will be sent via email to candidates (i.e. candidates that take the exam between January 1st and March 31st will receive score reports by early May, depending on how long the scoring process takes for the testing period). Due to psychometrician scoring fees, each exam period will only be scored once; if a candidate sits for an exam after the quarterly deadline, they will receive their results/score report when the next quarterly exam period is scored. PRA is unable to provide exceptions under any circumstances, and will not respond to these requests.

Exam Development

Scope of Exam

Examination questions are designed to allow candidates to demonstrate their knowledge of facts and use of judgment. There are no trick or ambiguous questions.

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 way, 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



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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.

Commitment to a Fair, Valid, and Reliable Examination

PRA contracts with Meaningful Measurement for psychometrician services supporting the ongoing development, analysis, and scoring of its examinations.

Exam Delivery

PRA contracts with PSI, Inc. to administer its exams. PSI offers candidates access to secure testing centers worldwide, making PRA certification exams accessible to candidates around the globe.

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



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- 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, at least 50% of which 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). ***As this is a fairly new requirement, PRA will provide significant flexibility with this requirement for those recertifying in 2019.**
 - 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.

PLEASE NOTE: You are not required to submit all documentation of your credits at the time of recertification, however you are required to maintain this documentation (i.e. CE Certificates) in the event of audit [see Recertification Audit Information below]. Please refer to the Identifying Acceptable PSR Training for Recertification section below for more information regarding what counts towards your CE requirements.

Recertification Deadlines

Recertification is due on September 30th of your expiration year but may be submitted for the entire calendar year (please see *Deadlines and Pricing* below). Those that choose not to recertify will find their credential 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!***

Recertification Deadlines and Pricing

- Early Bird recertification - deadline March 31st of your recertification year - cost \$129.00 (PRA members) / \$249.00 (nonmembers)
- Standard recertification - deadline September 30th of your recertification year - cost \$145.00 (PRA members) / \$265 (nonmembers)
- Last Chance recertification - deadline December 31st of your recertification year - cost \$195 (PRA members) / \$315 (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.

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”). You must log in to see the product in the online store. Recertification may only be purchased when logged into the user account where your credential is documented. When logged in, search the PRA online store for “recert,” then click the recertification item corresponding to your credential to proceed to the application. Select “renew” in the drop-down box at the top of the application, answer ALL questions on the application, add to their cart, then 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 for assistance.

Please refer to the recertification section of the PRA website for more information. If you require additional assistance, please contact PRA by emailing certs@psychrehabassociation.org.

Acceptable Training for Recertification

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 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,

Psychiatric Rehabilitation Association • 7918 Jones Branch Drive, Suite 300 • McLean, Virginia 22102
p. 703.442.2078 • f. 703.506.3266 • info@psychrehabassociation.org • www.psychrehabassociation.org



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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 and Topics

As listed in the *Recertification Requirements* section above, 50% 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 50% 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**.

For itemized detail regarding Acceptable Training Formats and Topics, please refer to <https://www.psychrehabassociation.org/certification/recertification>.

Calculating Contact Hours

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



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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 re-certification 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. In an attempt to illustrate this commitment, approximately 10% of all recertification applicants are randomly selected for audit and are required to produce evidence of completion of the required hours. An audit form will be provided to selected applicants, time provided for completion, and criteria for completion.

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.

Pricing

- Application Fee: \$50



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- Reinstatement Fee (upon application approval): \$195 (PRA Member) / \$315 (PRA Non-member)

Getting Started: Credential Reinstatement

To begin the reinstatement process, candidates should log in on the PRA website, then purchase the reinstatement application fee item in the PRA online store (search for “reinstatement” in the store). Once purchased, applicants will be emailed a link to the online reinstatement application, during which they will be asked to commit to abide by the *PRA Code of Ethics* and submit full contact information, an overview of their professional activity over the past three years (36 months), the reason for their reinstatement request, and recent employment and continuing education history.

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

Communication

Individuals will be contacted via email throughout the application review process. Applicants may be contacted with follow-up questions or provided additional training recommendations or requirements. Any questions about the process should be directed to certs@psychrehabassociation.org; any questions or requests for assistance with payments, updating your user profile, or help with login/password information should be directed to info@psychrehabassociation.org.

Approval and Reinstatement

Upon Commission approval for reinstatement, applicants will be notified via email and provided a payment form for the reinstatement fee. After payment is received, the PRA Certification Department will process payment and send confirmation of reinstatement, as well as new certification dates and deadlines, within 10 business days. PRA staff will verify member status when processing payments and may contact applicants if their membership has lapsed.

Hard copy certificates are mailed quarterly in late January, April, July, and October, so please be patient while waiting to receive your physical certificate.