



CPRP EXAM APPLICATION CHECKLIST – DO NOT SUBMIT

Step 1. Determine Eligibility Pathway

		PRACTICAL EXPERIENCE IN PSYCHIATRIC REHABILITATION	CONTINUING EDUCATION
ACADEMIC DEGREE/CERTIFICATE IN PSYCHIATRIC REHABILITATION			
1	Psychiatric Rehabilitation Degrees: <ul style="list-style-type: none"> Graduate Certificate AA/AS (2 year) BA/BS (4 year) MA/MS (Graduate) PhD, MD, JD (Post-Graduate) 	Supervised Internship in a Psychiatric Rehabilitation Environment: Minimum 400 hours. Supervisor MUST be a CPRP in good-standing. -OR- Work Experience: Minimum 1000 hours (approximately 6 months FTE).	EXEMPT
2	Certified Peer Specialist Certification	Work Experience: Minimum 2000 hours (approximately 12 months FTE).	EXEMPT
3	Allied/Behavioral Health Degrees with Focus/Concentration in Psychiatric Rehabilitation: <ul style="list-style-type: none"> AA/AS (2 year) 	Supervised Internship in a Psychiatric Rehabilitation Environment: Minimum 400 hours. Supervisor MUST be a CPRP in good-standing. -OR- Work Experience: Minimum 4000 hours (approximately 24 months FTE).	45 contact hours
4	Allied/Behavioral Health Degrees with Focus/Concentration in Psychiatric Rehabilitation: <ul style="list-style-type: none"> BA/BS (4 year) MA/MS (Graduate) PhD, MD, JD (Post-Graduate) 	Supervised Internship in a Psychiatric Rehabilitation Environment: Minimum 400 hours. Supervisor MUST be a CPRP in good-standing. -OR- Work Experience: Minimum 2000 hours (approximately 12 months FTE).	45 contact hours
ALL OTHER DEGREES/AREAS OF STUDY			
5	<ul style="list-style-type: none"> HS/GED AA/AS (2 year) 	Minimum 4000 hours work experience (approximately 24 months FTE).	45 contact hours
6	<ul style="list-style-type: none"> BA/BS (4 year) MA/MS (Graduate) PhD, MD, JD (Post-Graduate) 	Minimum 2000 hours work experience (approximately 12 months FTE).	45 contact hours

Step 2. Complete the **ONLINE APPLICATION** at <https://pcshq.com/?page=health,psychiatricrehabilitationassociation>. Payment can be submitted online (Visa, MasterCard or Discover) or by check made payable to Professional Credential Services.

Step 3. Complete the **PRA CONTINUING EDUCATION TRAINING LOG**. Nearly all candidates are required to complete 45 hours of applicable trainings. All training must address “the treatment and/or rehabilitation of adults and/or transition-aged youth (ages 16+ years) with serious mental illness.” This includes topics on direct care, vocational or life skills training, crisis intervention, treatment modalities, medications, diversity, ethical/legal issues, etc.

Psychiatric Rehabilitation Training/Continuing Education is required for nearly all applicants (see pathways chart for details). Required experience, education, and training must be accumulated prior to submission of your application and all psychiatric rehabilitation training/continuing education must be

For more information on the CPRP or the Psychiatric Rehabilitation Association, please visit our website at www.psychrehabassociation.org/certification



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directly applicable to the seven (7) domains explained on the Exam Blue Print. **When calculating training hours, 1 contact hour is equivalent to 60 minutes of training.**

Training Logs can be submitted:

1. **Online:** Candidates can upload documents (PDF, MS Word, JPG) to their application home page
2. **By fax to:** PCS/Attn: PRA Certification at 1-615-846-0153
3. **By e-mail to:** pra@pcshq.com

- ☐ **Step 4.** **OFFICIAL TRANSCRIPT** (or verification) of education to must be sent from an accredited academic institution must bear an official seal and/or signature and must be provided to PRA in its original sealed envelope from the academic institution (Electronic copies sent directly from the academic institution may also be accepted). If the degree/diploma was granted under a previously used name, provide this information at the time of application.

MAIL TRANSCRIPTS TO:

Professional Credential Services | PRA Certification | P.O. Box 198768 | Nashville, TN 37219-8768

Official Electronic Transcripts can be emailed to: pra@pcshq.com

- ☐ **Step 5.** **EMPLOYMENT VERIFICATION FORM (EV)**
EV forms must be signed by a supervisor, and submitted in a signed and sealed envelope. Employment verification is required from all positions held during the qualifying employment period. Work Experience may be earned through full-time, part-time, volunteer, internship or placement in a psychiatric rehabilitation program. Part-time work can be pro-rated as Full Time Equivalents. Volunteer work, unpaid work, internships or placements in psychiatric rehabilitations program may count for up to one half (50%) of the required employment experience.

MAIL EV FORMS TO:

Professional Credential Services | PRA Certification | P.O. Box 198768 | Nashville, TN 37219-8768

- ☐ **Step 6.** You will receive a notice of application approval, followed by a Notice to Schedule (NTS) from PCS. This notice will be sent as an Adobe PDF document via email to the address provided at the time of application. The NTS will include your personal Eligibility ID number as well as instructions on selecting your testing site and scheduling your

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