

Carefully read and complete the entire application. Leave no sections blank, remember to sign in all places indicated, and send the *original application*. Incomplete and/or unsigned applications cannot be approved and may be returned for additional information. Applications may be submitted by mail or online (when available). Faxed applications will NOT be accepted.

### **Failure to meet renewal requirements / Suspension or Lapse of the CPRP**

If your application does not meet all the requirements for Third-Year Renewal, you will be notified by mail and you will have up to six months from the original due date to complete the application. If the required documentation and/or fees are not submitted within this six-month period, your CPRP credential will expire and in order to regain the credential you must reapply as a new candidate in accordance with the current requirements.

### **Personal Information**

Include your Last Name, First Name, and CPRP ID. Additionally, update any other contact information that has changed. Note – if any of your contact information changes in the future, contact the certification staff so you will continue to receive communications regarding your CPRP.

### **Education**

List any post-secondary degrees you have **COMPLETED** OVER THE PAST THREE YEARS. While changes in educational status will not affect your credential, PRA will independently confirm transcripts of education for any organization or person inquiring about your certification status. You are responsible for arranging to have an official transcript included with your application or sent to PRA from the educational institution. A copy will not be accepted.

If you are using academic coursework to meet the Training requirement you must list them under Include an official transcript with your application or have one sent to PRA from the educational institution. A copy will not be accepted.

### **Employment**

List your current job if you are still working in the field of psychiatric rehabilitation. You are not required to be currently working as a PSR practitioner in order to remain in the Certification Program. If you are not currently working as a PSR practitioner, write “not currently in the field.” If you begin a new job during the ensuing 3-year recertification period, remember to notify PRA so that we may keep your record up-to-date.

### **Licensing**

Answer each of the questions in this section and provide explanations for any question you have answered with a ‘yes’. This is the applicant’s formal assertion that s/he has not breached any ethical or legal codes, which would affect the practice of psychiatric rehabilitation.

### **Code of Ethics for Psychiatric Rehabilitation Practitioners**

Included in the renewal application is an agreement statement that you must sign indicating you will continue to abide by the Code of Ethics for Psychiatric Rehabilitation Practitioners. All applicants and certificants of the CPRP Program agree to uphold the Code of Ethics for Psychiatric Rehabilitation Practitioners. We encourage you to re-read the Code of Ethics carefully, understanding the potential ramifications of violating the Code of Ethics, before signing the agreement. You may download a copy of the Code of Ethics at [www.psychrehabassociation.org/certification](http://www.psychrehabassociation.org/certification) or you can call us at 703-442-2078 to have a copy mailed to you.

### **Signature and Verification Information**

Applicants are expected to provide truthful and complete information, affirmed by an *original signature* on the face page of the application. If the renewal application is missing crucial information or found to be dishonest, the application will be denied.

### **Training in Psychiatric Rehabilitation**

**Recertification applicants are required to complete a minimum of 45 contact hours of training** over the three-year period immediately preceding the certification expiration date.

**NOTE:** Beginning with all recertification due after June 1, 2016, all practitioners **MUST** complete a minimum of 4 contact hours specific to **Ethics In The Helping Professions**. These hours are included in the total calculation of 45 hours and are not in addition to the required 45 hours.

#### **Possible ways to earn contact hours include:**

- Attendance at conferences/seminars
- Attendance at in-service trainings
- Completion of online courses
- Completion of college-level (undergraduate, graduate or adult education) courses
- Presenting at conferences/seminars
- Publishing articles, books, etc. (Maximum 10 hours per publication)

All training must be relevant to psychiatric rehabilitation and recovery. No more than 50% of training hours may come from presenting or publishing. Repeat trainings/presentations will **NOT** be accepted. Each training may be used only once in the three-year recertification cycle.

**Training content MUST address at least one of the seven** Psychiatric Rehabilitation Practice Domains:

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

#### **How to identify relevant training activities**

- For purposes of the CPRP application, PSR training must address *“the treatment and/or rehabilitation of adults and/or transition-age youth (over age 16) with serious mental illness”* (see the **CPRP Exam Blueprint**, available on the PRA Website or by request). **This would include topics on 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 also acceptable if **presented in the context of psychiatric rehabilitation practice.**
- Trainings must be on a topic relevant to the treatment of **ADULTS** and/or **TRANSITION AGE YOUTH** (over age 16). **Trainings addressing the treatment of CHILDREN and FAMILIES will NOT be counted.**
- Instruction on the use of a treatment modality in opposition to a Recovery-based philosophy ARE **NOT ACCEPTABLE** (e.g., use of restraints, involuntary commitment).

#### Examples of topics that will NOT count:

- CPRP Exam Preparation
- 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/Adolescents
- Autism Spectrum Disorders
- Human Development
- Alzheimer's Disease
- HIV/AIDS
- Domestic Violence/Abuse
- Death and Dying
- Internships
- Courses taken towards a completed degree (Associates, Bachelors, Masters, etc...)
- Staff meetings / Retreats
- Routine coaching, training, or supervising staff

The content of these sessions, while useful, does not address the practice domains identified for the CPRP credential.

#### Calculating Credit Earned

Count 1 contact hour of training credit for each 60 minutes of instructional time. **Do NOT include breaks, lunches or "homework" time.**

#### Fees, Renewal Dates and Deadlines

All fees must be submitted in US funds and are *non-refundable*. A late fee is charged for all applications postmarked later than the Renewal Deadline (printed on your Renewal Notice).

##### **Deadlines, Grace Period, and Suspension or Lapse of the CPRP**

- The LAST DAY to submit the application without a late fee is the Renewal Due Date (printed on your CPRP certificate and ID card). If you did not receive a reminder notice and don't know the amount of your fee, please call the PRA office to determine your member status and fee amount. Late fees will be charged for all applications submitted after the deadline, ***whether or not a reminder notice reaches you.***
- A three-month GRACE PERIOD is allowed after the stated deadline, during which applications may be submitted without penalty to the credential. Applications postmarked after the GRACE PERIOD (Suspension Deadline Date) will be automatically audited and the CPRP will be SUSPENDED until all requirements are met and the application has been approved. **The late fee applies during the grace period. Applications submitted post-deadline are also subject to automatic audit. Applicants must complete and submit a PRA Continuing Education and Training Log documenting a minimum of 45 hours of qualifying education and training.**
- **EXCEPTION:** If your application is selected for **Routine Auditing** you will receive an additional three-month grace period to complete the audit process without suspension. Refer to instructions received with your Notice of Audit for details. **THIS GRACE PERIOD WILL NOT APPLY TO APPLICATIONS BEING AUDITED BECAUSE THEY ARE LATE.**
- **Final Deadline:** Once the Suspension Deadline has passed you will have a further three months to submit your application. The LAST DAY an application may be submitted is (postmarked) SIX MONTHS AFTER YOUR ORIGINAL DEADLINE (March or September). That date is the FINAL DEADLINE. Applications postmarked after the FINAL DEADLINE will not be reviewed.

- All renewals must be COMPLETE within 30 days of the FINAL DEADLINE; if not completed within 30 days the CPRP will irrevocably lapse.
- Once your CPRP has lapsed due to failure to meet three-year renewal requirements, in order to regain certified status you must reapply as a new candidate in accordance with the current requirements.

#### **Audit of Training Hours**

1. A percentage of three-year renewal applicants will be audited. If you are selected to be part of the audit, a notice will be sent requesting verification of attendance at a minimum of 45 hours of continuing education and training.
2. All applications received after the Application Deadline will be automatically audited. If submitting your application late, you must attach verification of attendance for trainings listed in the form; this will satisfy the Audit requirement and avoid further delays in review of the application. If materials are not included, additional fees will be incurred.
3. Failure to submit the requested documentation by the designated deadline will result in the application being denied and termination of certification.