



PRA CERTIFICATION EXAM APPLICATION: APPLICATION CHECKLIST – DO NOT SUBMIT

- ❑ **Step 1.** **Select your Exam and Determine Eligibility Pathway.** Use PRA's online Get Certified Tool at <http://psychrehabassociation.org/determine-your-exam-eligibility-pathway> to determine your pathway to certification.
- ❑ **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 QUALIFYING 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 the population served (adults (over age 16) or children (under age 18)). 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. *Required experience, education, and training must be accumulated prior to submission of your application and all psychiatric rehabilitation training/continuing education must be directly applicable to the domains explained on the respective Exam Blue Print.* **When calculating training hours, 1 contact hour is equivalent to 60 minutes of training.**
- ❑ **Step 4.** **OFFICIAL TRANSCRIPT** (or verification of completion) of education to must be sent from an accredited academic institution must bear an official seal and/or signature. Electronic copies sent directly from the academic institution will also be accepted. If the degree/diploma was granted under a previously used name, provide this information at the time of application.
- ❑ **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.
- ❑ **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

Supplemental materials/documents may be submitted:

1. **By mail:** Professional Credential Services | PRA Certification | P.O. Box 198768 | Nashville, TN 37219-8768
2. **Online*:** Candidates can upload documents (PDF, MS Word, JPG) to their application home page
3. **By fax to:** PCS/Attn: PRA Certification at 1-615-846-0153
4. **By e-mail to:** pra@pcshq.com

**Employment Verification Forms must be mailed or emailed by the employer.*

-- PLEASE ALLOW 2 - 4 WEEKS FROM SUBMISSION FOR INITIAL APPLICATION REVIEW --
For more information on the CPRP or the Psychiatric Rehabilitation Association,
please visit our website at www.psychrehabassociation.org/certification