



PRA Certification Candidate Handbook



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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, without notice.

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 that are evidence-based and represent best practices that promote recovery. 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.

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.



Our Organization

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.

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 arm 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.

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 & Information

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.

Contacting PRA

For certification related questions or assistance with membership renewals, purchases/payments, login/password assistance, or other general information, contact info@psychrehabassociation.org. *Please add our email address to your approved contacts in your email account. This is critical to ensure you do not miss any communications.*

Candidate Information: Privacy

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.

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).

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.



Exam Security, Fraud & Appeals

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 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 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.



Exam Security, Fraud & Appeals Continued

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 info@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:

- ▶ Revocation of a professional license
- ▶ Felony activity
- ▶ Failure to sign the PRA Code of Ethics
- ▶ 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

- ▶ the decision was legitimate and stands.
- ▶ the decision was legitimate, but terms will be adjusted.
- ▶ the decision was not legitimate, and the requested resolution is approved.



Preparing for the Exam

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 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. PRA's website provides multiple resources to assist with exam preparation:

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

PRA Certification Exam Preparation Course: CPRP

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.

In-Person, Onsite Exam Preparation Courses

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.

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.



Preparing for the Exam Continued

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. 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 currently under development.

Recommended Readings

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





Exam Eligibility

Age Requirement

Candidates must be 18 years or older to sit for the CPRP and CFRP exams.

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.

<div>  <div>PATHWAYS TO PRA CERTIFICATION</div>  </div>			
PATHWAY	EDUCATION	TRAINING <small>CONTINUING EDUCATION HOURS IN PSYCHIATRIC REHABILITATION</small>	WORK EXPERIENCE <small>(HOURS)</small>
1	GED, HS diploma or higher in a field other than Behavioral Health	45	2000
2	Certified in Peer Support	45	1500
3	4-year degree or higher in Behavioral Health	30	1000
4	4- year degree with a major or minor in Psychiatric Rehabilitation	0	0
5	Current PRA Certification (CPRP or CFRP seeking dual certification)	0	0



Exam Eligibility Continued

All pathways include eligibility requirements in three categories:

1. Education
2. Training
3. Work Experience

Note: The work experience requirement may be met before or after taking the exam, however it must be completed within one year of passing the exam. *Candidates will become certified after passing the exam and meeting all eligibility requirements.*

1. Education

Your education level/type will determine the amount of training and work experience that will be required to sit for the CPRP exam. Please refer to the chart on page 11 to review the education categories.

If your education pathway is as a Certified Peer Specialist, please note the following. 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.

2. Training

For those pathways requiring training beyond the education requirement, please note that

- Training must be completed within the 36 months preceding your application submission.
- Training must include 22.5 hours from a PRA Approved Provider
- Training must 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. *(Please see pages 23 - 25 for more information on acceptable training topics, activities, etc.)*

3. Work Experience

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 (6 months = 1000 hours; 12 months = 2000 hours). Volunteer or unpaid work, internships, or placements may account for up to 50% of the required 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.

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.



Applying for the Exam

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. 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.



Applying for the Exam Continued

Application Process

The certification exam application is 100% paperless. PRA will discard any mailed, faxed or emailed documents relating to exam eligibility applications, unless requested by PRA staff or the Commission. All aspects of your application must be uploaded into your online application.

- Step 1: Set up a user login on PRA's website.
- Step 2: Determine your Eligibility Pathway (see page 11 or visit www.psychrehabassociation.org/eligibility)
- Step 3: Gather your documentation for your education, training, and work experience requirements.
- Step 4: Hit the "Apply" button on PRA's website (located on CPRP and CFRP certification pages).
- Step 5: You will be taken to our application site on Survey Monkey Apply and prompted to create a login name and password. Hit the "Apply" button to continue.
- Step 6: Once you have answered all of the questions and uploaded your information, select the green button at the end of the application labeled, "Mark as Complete".
- Step 7: You will then be taken to the Survey Monkey homepage where you must select, "Submit", to complete the application process.
- Step 8: Your application will then undergo membership verification. If you are a PRA member, you will receive a reduced fee for the application. PRA membership is different from your PRA login and is not required to apply for an exam. If you wish to become a member, you can go to PRA's store and purchase an individual membership for \$125 to receive discounts on exams, online courses and other items.

Exam Fee for Members = \$395

Exam Fee for Non-Members = \$515

- Step 9: When PRA has verified your member or non-member status, you will receive an email prompting you to submit payment for your application. Please allow one week to receive this email. If you do not receive an email in this time period, please contact PRA at info@psychrehabassociation.org for assistance.



Application Review & Special Accommodations

Application Review

Once your payment is received, your application will be sent to the Commission for review. The review process is generally completed within two weeks.

Candidates will receive notifications via email as their application proceeds through the review process, including any requests by reviewers for additional information.

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.

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.

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 info@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 info@psychrehabassociation.org.



Exam Fees and Deadlines

All Deadlines and Fees are Final and 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, scheduling options and processing time.

Exam Application and Retake Fees

- CPRP Exam Application Fee: \$395 (Member) / \$515 (Non-Member)
- CPRP Exam Retake Fee: \$200 (Member) / \$320 (Non-Member)

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.

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 info@psychrehabassociation.org to verify your member status.

Exam Dates & Deadlines

Candidates must sit for the exam within **90 days** 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. Candidates may retake the exam up to three times within one year of their initial application approval date. There is a 30 day wait period between each exam and a retake fee is required for each exam attempt.

Late Arrival / No Shows

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 fee to schedule another examination time.



Scheduling Your Exam

PRA certification exams are delivered via live virtual proctoring, allowing candidates to take the CPRP exam 24-hours a day, 365 days a year. ProctorU is the company that provides this service.

Please note that you must take the exam:

- in a private room (no other people may be in the room with you).
- via an encrypted, password protected internet connection.

Attempting to take the exam in a public place or via an unencrypted internet connection is a violation of our security policy and your confidentiality agreement.

Setting up a ProctorU Account & Scheduling your Exam Date

Once the Commission has approved your application, PRA will send you an email confirming your application approval date. You will then be sent a one-time link prompting you to set up a ProctorU account and schedule your exam.

- You may use an existing ProctorU account, or you may create a new account.
- You will need to select **Psychiatric Rehabilitation Association** for your institution.
- After your account has been created, use the calendar to pick the date and time you would like to schedule your exam.

Downloading the Browser

- Once you have scheduled your exam, you will be promoted to download Guardian Browser.
- When the Guardian Browser has been downloaded, you will need to test your equipment including your microphone and web camera which are required to take the exam.

Please see Appendix A starting on page 28 for more information on how to schedule your exam.

Please make sure to add PRA's email address (info@psychrehabassociation.org) to your approved contact list in your email account to ensure you don't miss any critical communications.



Taking Your Exam

Starting the Exam

The candidate launches the meeting session in ProctorU with the Guardian Browser.

Before starting the exam, the candidate will have to complete the authentication process.

- The test-taker will need to confirm their name and the exam they are taking.
- The test-taker will need to take a photo of their government issued photo ID (A temporary or expired ID is NOT acceptable, even with accompanying renewal paperwork.)
- The test-taker will need to complete the required photos of the room they are testing in.
- Once the steps above have been completed, the proctor will join and complete the tasks below.
- Proctor will review the standard rules:
 - Test-taker must be alone in room
 - Desk and area must be clear
 - No phones or headphones
 - No dual monitors
 - Test-taker cannot leave seat
 - No talking during exam
 - Webcam, speakers and microphone must remain on throughout the exam
 - Proctor must be able to see test-taker for the duration of the exam
- Test-takers will physically agree to the user agreements and rules before launching the exam.

Please see Appendix A starting on page 28 for more information on starting your exam.

Test Length and Time

- Candidates taking the Certified Psychiatric Rehabilitation Practitioner (CPRP) Exam have three (3) hours to complete a 125-item multiple-choice examination on a computer.

Reviewing Items

- Candidates cannot skip questions. You must answer an item before moving on to the next question.
- Candidates are allowed to go back and review exam items and change answers at any time before completing the exam.

Exam Results / Certificates

Pass/fail outcomes are delivered upon completion of the examination or the end of the testing period, whichever comes first. CPRP exams end after three (3) hours; CFRP exams end after two (2) hours. Please note PRA does not send paper certificates; electronic certificates will be sent to individuals who pass the exam via email.



Exam Development

Scope of Exam

Examination questions are designed to allow candidates to demonstrate their knowledge of facts and use of judgment.

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 ways, 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 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.



Exam Development Continued

Commitment to a Fair, Valid, and Reliable Examination

The development of high-stakes examination such as the Psychiatric Rehabilitation Association (PRA) Certified Psychiatric Rehabilitation Practitioner (CPRP) and Certified Child and Family Resiliency Practitioner (CFRP) certification exams, requires commitment and resources.

It is the responsibility of the organization to ensure that the exams meet the standards set forth by:

- *2014 Standards for Educational and Psychological Testing*, developed jointly by the American Educational Research Association, American Psychological Association, and the National Council on Measurement in Education
- International ANSI/ISO/IEC Standards 17024 approved by ASTM International
- National Commission for Certifying Agencies (NCCA) Accreditation Standards

By adhering to these Standards, the PRA testing program is following best practices and can be seen as a leader in certification testing.

The *Standards* focuses on providing evidence in all aspects of test development that will support the interpretation and use of test scores. Additionally, there is emphasis on fairness in testing. With a focus on developing evidence supporting the examinations and documenting that evidence, PRA created a framework for collecting and organizing evidence to support the psychometric quality of the test and the validity of test score interpretations and uses.



Recertification

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.
- 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 during the 36 months preceding your application submission.
 - At least 22.5 hours 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).
 - 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.

You are not required to submit all documentation of your credits at the time of recertification, however you are required to maintain this documentation in the event of audit (see page 26 for Recertification Audit Information).



Recertification Continued

Recertification Deadlines and Fees

Those that choose not to recertify will find their credentials 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!

- Early Recertification - deadline March 31st of your recertification year
\$129.00 (PRA members) / \$249.00 (nonmembers)
- Standard Recertification - deadline September 30th of your recertification year
\$145.00 (PRA members) / \$265 (nonmembers)
- Late Recertification - deadline December 31st of your recertification year
\$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 on page 27.

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").

- ➔ Login to see the product in the online store. Recertification may only be purchased when logged into the user account where your credential is documented.
- ➔ Search the PRA online store for "recertification," then click the recertification item corresponding to your credential (CPRP or CFRP).
- ➔ Select "renew" in the drop-down box at the top of the application
- ➔ Answer ALL questions on the application
- ➔ Add to your cart and 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.



Recertification Continued

Acceptable Training

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 and CFRPs 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, 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, Activities and Topics

As listed in the *Recertification Requirements* section above, 22.5 hours 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 hours 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.



Recertification Continued

Acceptable Training Formats, Activities and Topics Continued

Acceptable training FORMATS and ACTIVITIES include:

- Training that addresses the rehabilitation and/or treatment of persons (within the appropriate age group for the credential you are seeking) with serious mental illness
- Courses in psychiatric rehabilitation or mental health offered by an established university or college.
- Institutes and workshops at PRA conferences
- PRA chapter conference sessions on relevant topics
- Activities sponsored by PRA-Approved Providers of Continuing Education (contact provider about PRA Approved Provider status)
- Training in any of the various models of rehabilitation (clubhouse, lodge, case management, etc.)
- Workshops in related mental health disciplines, which address the rehabilitation and/or treatment of persons with serious mental illnesses
- In-service training on relevant topics, provided within your agency on rehabilitation or treatment of persons with serious mental illness
- Training sponsored by a state or provincial mental health authority in rehabilitation or treatment of persons with serious mental illness
- Training or workshops addressing related components of services such as vocational rehabilitation, supported education, housing, etc.
- Independent study or distance-learning courses (on-line, audio-conferences, etc.) offered on relevant topics by accredited academic institutions or approved by the Commission
- Approved participation in Item Writing and/or Test Assembly meetings
- Presenting training to an audience of psychiatric rehabilitation practitioners with content that meets the requirements for exam applicants. (See page 26 for more information)
- Articles on any topic within the CPRP Practice Domains, published in peer-reviewed journals; books and book chapters (self-published volumes are not accepted - See page 26 for more information)



Recertification Continued

Acceptable training TOPICS include:

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Direct Care▪ Life Skills Training▪ Vocational Rehabilitation▪ Supported Housing Education▪ Intervention | <ul style="list-style-type: none">▪ Treatment Modalities▪ Medications▪ Diversity▪ Ethical/Legal issues |
|---|---|

Related topics such as infection control, dealing with medical complications, etc., may also be acceptable if presented in the context of psychiatric rehabilitation practice.

Unacceptable Training TOPICS and ACTIVITIES Include:

- | | |
|---|--|
| <ul style="list-style-type: none">▪ 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▪ Autism spectrum disorders▪ Human development▪ Human sexuality▪ Alzheimer's Disease/Dementia/Aging▪ HIV/AIDS▪ Domestic violence/abuse*▪ Drug Use/Abuse* | <ul style="list-style-type: none">▪ Death and dying▪ Anger Management▪ Infection/bloodborne pathogens▪ Internships▪ Courses taken towards a completing a degree▪ Staff meetings or retreats▪ HIPAA training▪ Routine coaching, training or supervising staff▪ Topics contrary to the principles of psych rehab (including but not limited to involuntary commitment, use of restraints, forced medication, etc.) |
|---|--|
- *unless specific to co-occurring disorders



Recertification Continued

Calculating Contact Hours

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

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 recertification 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. To this end, recertification applicants are randomly selected by the Commission for audit and will be required to produce evidence of completion of the required hours.



Reinstating a Lapsed Credential

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. **Reinstatement is offered up to 24 months after your credential has expired, after which you must apply and take the exam again to become certified.**

Credential Reinstatement Process

To begin the reinstatement process, candidates may login into the PRA store, search for “reinstatement” and purchase the application. After which, you will receive an email containing instructions and a link to the reinstatement form. You may also contact PRA info@psychrehabassociation.org to guide you through the process:

- a \$50 non-refundable fee
- Submit documentation of 45 hours of applicable continuing education and training. Please note that at least half of these hours (22.5) must be from a PRA Approved Provider.
- In addition to your documentation of CEUs, you will need to complete the reinstatement form which includes a series of questions and agreements about your training, commitment to PRA code of ethics and use of contact information.
- Be approved by the commission.
- Pay the recertification fee (\$195 – Members; \$315 – Non-Members)

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

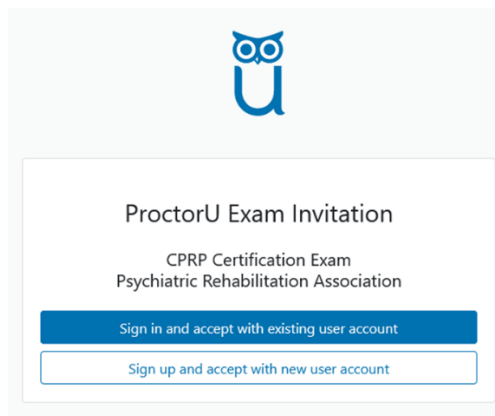
Appendix A – Scheduling an Exam with Proctor U

After the application is processed, you will receive a one-time link from [ADD SURVEY MONKEY EMAIL] (or info@psychrehabassociation.org) prompting you to set up your ProctorU Account and Schedule your exam.

ProctorU Support Page - [How to Accept an Exam Invitation](#)

Step 1 - Create a ProctorU Account

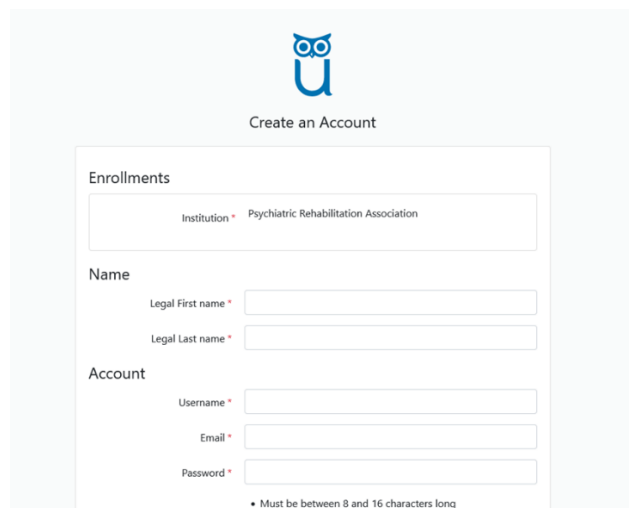
- ▶ When clicking the link, you will be redirected to ProctorU. You may use an existing ProctorU account or create an account.



The image shows a ProctorU Exam Invitation screen. At the top is the ProctorU logo, which is a blue owl with a 'U' below it. Below the logo, the text reads 'ProctorU Exam Invitation', 'CPRP Certification Exam', and 'Psychiatric Rehabilitation Association'. There are two buttons: a blue button that says 'Sign in and accept with existing user account' and a white button with a blue border that says 'Sign up and accept with new user account'.

Step 2 – Creating a New Account

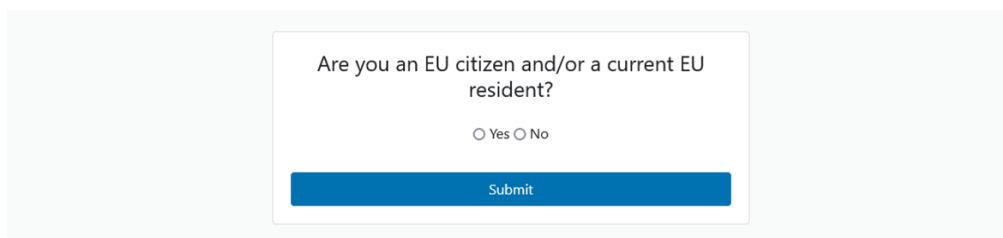
- ▶ If creating a new account, fill out your profile information.



The image shows a 'Create an Account' screen. At the top is the ProctorU logo. Below the logo, the text reads 'Create an Account'. There is a section titled 'Enrollments' with a dropdown menu showing 'Institution * Psychiatric Rehabilitation Association'. Below this is a section titled 'Name' with two input fields: 'Legal First name *' and 'Legal Last name *'. Below that is a section titled 'Account' with three input fields: 'Username *', 'Email *', and 'Password *'. A note at the bottom states '• Must be between 8 and 16 characters long'.

Step 3 – Confirm/Deny EU Citizen Status

- ▶ Please select yes or no.



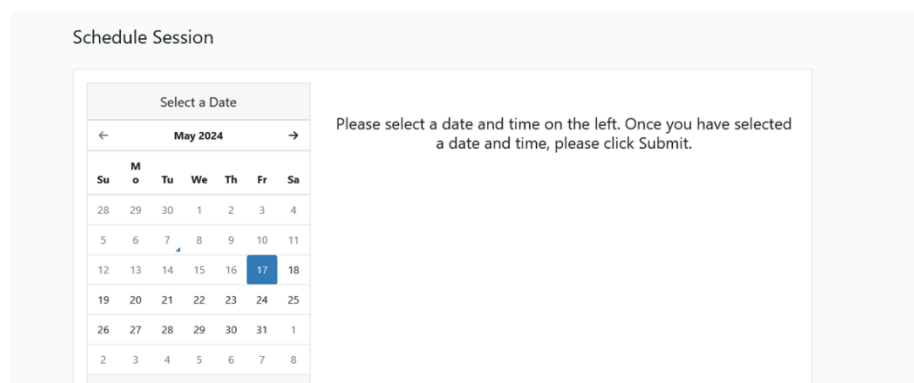
Are you an EU citizen and/or a current EU resident?

☐ Yes ☐ No

Submit

Step 4 – Pick Date & Time to Schedule Exam

- ▶ Using the calendar, pick the date and time you would like to schedule your exam.



Schedule Session

Select a Date

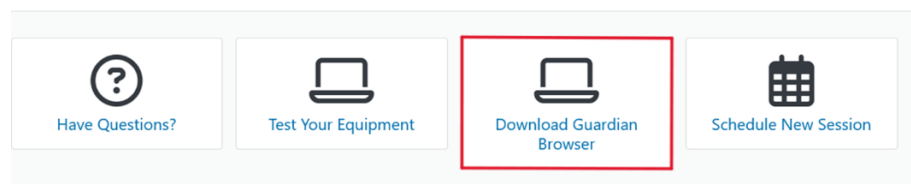
← May 2024 →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Please select a date and time on the left. Once you have selected a date and time, please click Submit.

Step 5 – Download Guardian Browser

- ▶ Once you have scheduled your exam, you will be prompted to download Guardian Brower. You may also do this from your profile as seen below.
- ▶ ProctorU Support Page - [How to Download Guardian Browser](#)



Have Questions?

Test Your Equipment

Download Guardian Browser

Schedule New Session

Step 6 – Test Computer Equipment

- ▶ Once you have downloaded Guardian Browser, test your equipment.
 - You will need a microphone and a camera to take the exam.



Schedule New Session

Download Guardian Browser

Test Your Equipment

Have Questions?

Exam Day – Accessing your Exam

ProctorU Support Page - [Exam Day – What to Expect \(Guardian\)](#)

► **Before Logging into your Exam**

- 1. Have a non-expired government-issued I.D. ready
- 2. Be located in a private, well-lit room with no one else around you.
- 3. Clear your workspace of all materials except those allowed by your instructor or testing organization.
- 4. Close all third-party programs and unplug any secondary monitors.
- 5. Remove any **non-religious** head coverings.
- 6. Make sure to have [downloaded Guardian Browser](#).
- 7. Review Exam Rules

Step 1 – Login to Proctor

► [Login to your ProctorU Account](#)

- Please make sure Guardian Browser is downloaded and your computer equipment has been tested prior to your exam.
- When you login, you will see a countdown to your exam. This is where you will access your exam.
- Please check exam rules before launching exam.

Time to hit the books!

Your next session begins in:

Scheduled for Wednesday May 29, 2024 7:50AM EDT
CFRP Certification Exam — [Check your exam rules](#)

04

DAYS

23

HOURS

29

MINUTES

08

SECONDS

Scheduled Appointments

Show 20 results

Step 1 – Login to Proctor Continued

You can freely cancel/reschedule any exam that is more than 24 hours from its start time. If your exam is scheduled within 24 hours, you will no longer be able to cancel/reschedule an exam.

ProctorU's support article [“How to Schedule, Reschedule, or Cancel an Exam”](#).

Step 2 – Launch your Exam

Please watch the video below on what to expect before your exam starts and the launch process. Right click to open link.

