



Psychiatric  
Rehabilitation  
Association

# PRA Approved Provider Program Manual

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## PRA Approved Provider Program

### Purpose of the PRA Approved Provider Program

The PRA Approved Provider Program was launched in 2009 to ensure consistent access to relevant and high-quality continuing education and training to active PRA credential holders, Certified Psychiatric Rehabilitation Practitioners (CPRPs) and Certified Child and Family Resiliency Practitioners (CFRPs), and to current or prospective candidates seeking CPRP or CFRP certification.

Continued professional development through PRA-approved education and training programs is the preferred means through which PRA credential holders maintain and increase their knowledge of best practices and developments in the field of psychiatric rehabilitation and recovery.

**Contact Hours of Continuing Education in Psychiatric Rehabilitation and Recovery (CPRP Credit)** and/or **Contact Hours of Continuing Education in Child and Family Resiliency and Recovery (CFRP Credit)** awarded through the PRA Approved Provider Program may be relied upon by PRA credential holders (or current or prospective candidates for CPRP or CFRP certification) as pre-approved training and education, applicable towards recertification and/or exam application requirements.

### Applicable Provider Entities

An Approved Provider entity must develop, implement, and maintain educational activities for psychiatric rehabilitation practitioners in adherence with the [PRA Standards and Criteria for Continuing Education](#).

Entities applicable to provide such education generally fall into one of the following categories (others may be considered – contact [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) to inquire):

- PRA Chapter
- PRA Organizational Member
- PRA State Affiliate
- Gov't Mental Health Agency
- Nonprofit Mental Health Agency
- For-Profit Mental Health Agency
- For-Profit Educational Provider
- Academic Institution

A current CPRP and/or CFRP must be involved throughout all aspects of the planning process of any activity for which CPRP or CFRP is awarded; presenters with current PRA credentials are preferred.

### CE Types

Applicants may seek approval to provide one or both of the following CE credit types:



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- CPRP Credit: contact hours of continuing education in psychiatric rehabilitation and recovery
- CFRP Credit: contact hours of continuing education in child and family resiliency and recovery

Approval to provide both credit types may be sought at the same time, or separately. Applicants seeking dual approval (to provide both CPRP and CFRP credit) must remit an initial application fee for each credit type sought.

## Approval Types

Providers of education and training for psychiatric rehabilitation practitioners may apply for one of two categories of approval:

### **SEAA: Single Educational Activity Approval (Standalone)**

Single Educational Activity Approval (Standalone) applications are appropriate for entities (organizations) seeking pre-approval for one standalone activity within one year. Multi-session activities such as workshops/conferences, as well as recurring/series activities, are considered “standalone;” for these activities, some components (individual workshops/sessions) may not be approved for credit within the program; promotional and program materials must clearly indicate which components will and will not provide attendees with PRA credit(s). ***Applications must be submitted at least 60 days in advance of the first day of the activity.***

Programs are approved for the *specific date(s) and format(s)* indicated in the application. For on-demand or recurring activities, the program may be presented within a one-year approval period, as indicated in the written notification of approval. An additional application is required for delivery of previously approved activities in formats or for dates outside of the previous approval.

There is no limit to the number of individuals that may be awarded PRA credit(s) for participation in an approved activity, provided participation takes place within the terms of its approval.

### **AP: Approved Provider (Blanket Approval)**

Approved Provider (AP) applications are appropriate for entities seeking blanket approval to provide CPRP and/or CFRP credit(s) over a designated period of approval. APs may provide unlimited activities during their approval period.

### **Provisional AP Approval**

First-time applicants for AP status that fully adhere to the PRA Standards and Criteria for Continuing Education will be granted AP status for a provisional period of twelve months.

Within 60 days following the conclusion of the provisional period, the AP must submit two activity reports for programs held during the provisional period (report submission instructions will be sent with their provisional approval). In the event that the Provisional AP has only held one activity during this period, one activity report is acceptable.



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Provisional APs that successfully demonstrate compliance with the PRA Standards and Criteria for Continuing Education will be granted full AP status, and their approval will be extended for an additional two years. At the end of this 24-month period, APs must submit a renewal application to enter a standard three-year renewal cycle. Provisional APs that do not successfully demonstrate compliance with the PRA Standards and Criteria for Continuing Education will either be required to enter an extended probationary period as a Provisional AP, or have their status revoked.

## Current Approved Providers

APs that have been awarded full AP status maintain their status for three-year approval cycles by adhering to the PRA Standards and Criteria for Continuing Education and remitting annual reports and maintenance fees.

At the end of each approval cycle, Approved Providers must submit a renewal application fee, then complete an application for renewal. Renewal application instructions will be provided to APs in confirmation emails upon submitting the appropriate renewal application fee.

## Application and Approval Process

### Application Initiation

Beginning in Spring 2019, all AP applications, renewals, and reports must be provided through PRA's online application system.

PLEASE NOTE: A non-refundable and non-transferable approval application fee must be paid online in the PRA online store ([www.psychrehabassociation.org](http://www.psychrehabassociation.org)) or via check (made out to PRA and sent to the address below) *prior to beginning an application*.

No paper application forms are available, and handwritten documents will not be accepted. Instructions for beginning an application (initial or renewal) will be included in the confirmation email received after the appropriate application fee has been processed. More information on fees are included in the sections below.

No retroactive approval for past activities will be accepted. No refunds will be provided for applications for approval of past activities.

### Communication

PRA will communicate with all applicants via email. *Applicants are responsible for ensuring their email address is up-to-date, replying to correspondence in a timely manner, and taking steps to ensure successful delivery of confirmation emails.\**

Primary contacts will receive automatic notifications via email upon submission of their application, and as the application advances into each stage of the review and approval process. If the primary



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contact does not receive a notification email within one hour of submitting of their application, they must notify PRA via email at [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org).

*\*It is highly recommended that all applicants request that the domain @psychrehabassociation.org be added as a "safe sender" by their IT department, to help ensure successful delivery of emails.*

## Approval Process

1. An Initial Approval Application Fee must be purchased in the PRA online Store *before beginning an application* (this fee is waived for PRA Chapters).
  - a. The Primary Contact for the entity's organizational record in the PRA Database must visit the PRA website and login, then shop **as the organization** for the application fee to appear. To shop as the organization, the primary contact's individual record must be linked with the organizational record. For assistance on creating and linking records, please email [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org).
  - b. Payments by check will be accepted, but must reference the AP Application Fee and Provider ID (same as the Organization's PRA ID number) and be accompanied by the full name and email of the Primary Contact for the *application*, as well as the name, address, and phone number for the Applicant Entity (Organization).
  - c. Application fees are non-refundable and non-transferable.
2. Once the Initial Approval Application Fee has been processed, the primary contact will receive an email with a link to the online application.
3. Once all elements of the application have been completed, applicant may submit for approval.
4. Once submitted, the application will be locked as it enters the review stage.
  - a. Single Educational Activity Applications must be completed and submitted at least 60 days in advance of the program's begin date, regardless of the application fee payment date.
  - b. Approved Provider Applications must be completed and submitted at least 60 days in advance of the begin date of their first educational activity.
5. Submitted applications will enter a 60-day review period. Applications are reviewed in the order in which they are received. During the review period, applicants may be contacted via email for clarification or further documentation.
  - a. Applications that **clearly adhere** to the PRA Standards and Criteria for Continuing Education will be approved. Please read the notification email extremely carefully for details on the approval, and how to ensure maintenance of Approved Provider status.
  - b. Applications that **do not clearly adhere, or partially adhere**, to the PRA Standards and Criteria for Continuing Education may be returned for revisions. If an application is returned, applicant must read the notification email carefully for feedback and recommendations.
    - Applications resubmitted within 30 days of notification will enter reconsideration.



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- Applications resubmitted more than 30 days after notification must submit an additional application fee before being considered, unless an extension is granted within 30 days of notification.
- c. Applications that ***clearly do not adhere*** to the PRA Standards and Criteria for Continuing Education will be denied. Denials may be appealed once; please refer to the appeals process outlined in the following pages for details.

## Initial Approval Application Fee and Due Date

An initial application fee must be processed *before beginning an application*. Application must be submitted at least 60 days prior to an activity (Single Educational Activity Applications), or 60 days prior to the first activity offered (First-time Approved Provider Applications).

Applications returned for revisions may be submitted for reconsideration within 30 days of notification without any additional fee. Applications submitted for reconsideration more than 30 days after notification must submit an additional application fee with the resubmission. Initial Approval Application fees are non-refundable and non-transferable.

NOTE: The Initial Application Fee is waived for PRA Chapters.

Upon initial approval, applicants must pay the appropriate Provider Fee within 30 days of notification in order to achieve Approved Provider status. Newly approved applicants will be emailed directly by PRA with instructions on how to remit their payment online. Checks (made out to PRA) may be mailed to PRA at the address at the bottom of the page and must be *received* before the 30-day deadline. All fees are non-refundable and non-transferable.

## Approved Provider Annual Fees and Due Dates

Annual Fees for Approved Providers are due within 60 days of the beginning of each year within their approval period, along with an Annual Report. Payments may be made online in the PRA store, or checks (made out to PRA) may be mailed to PRA at the address at the bottom of the page. Payment must be *received* before the 60-day deadline. Annual fees are non-refundable and non-transferable.

Entity Type	Single Activity Fee (single Credit Type) Member/Nonmember	AP Annual Fee (single Credit Type) Member/Nonmember	AP Annual Fee (dual Credit Types) Member/Nonmember
PRA Chapter	N/A	\$345	\$345
PRA State Affiliate	\$575/\$865	\$690/\$980	\$920/\$1,210
Governmental Mental Health Agency	\$575/\$865	\$690/\$980	\$920/\$1,210
Nonprofit Organization/Agency	\$575/\$865	\$690/\$980	\$920/\$1,210
For-Profit Mental Health Agency	\$920/\$1,840	\$1,150/\$2,300	\$1,725/\$3,450
For-Profit Educational Provider	\$920/\$1,840	\$1,150/\$2,300	\$1,725/\$3,450
Other Academic Institution	\$920/\$1,840	\$1,150/\$2,300	\$1,725/\$3,450
Managed Care Organization (MCO)	NA/\$2,875	N/A	N/A



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## Annual Reports

Approved Providers (APs) must submit Annual Reports within 60 days of the beginning of each year of their approval period, along with the appropriate annual fee. Instructions on submitting Annual Reports will be emailed to the Primary Contact at the end of each year. APs are responsible for submitting their Annual Reports and payments on time, maintaining current primary contact's email address, and confirming delivery of notification emails. AP should contact PRA at [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) if they are not receiving notification emails.

## Renewal Application Fee and Due Date

A Renewal Application Fee must be processed *before beginning an application for renewal*. The Renewal Application Fee is \$50 for single credit type providers, and \$100 for dual credit type providers.

Instructions on accessing the Renewal Application will be sent via email after payment is remitted. To retain contiguous approval status, it is the responsibility of the AP to submit their Renewal Application no later than 30 days prior to the end of their approval period, so Renewal Application Fee should be submitted well enough in advance of the deadline to allow AP sufficient time to complete and submit the Renewal Application.

NOTE: The Renewal Application Fee is waived for PRA Chapters. PRA Chapter APs are responsible for emailing a request to access the Renewal Application to [info@psychrehabassociation.org](mailto:info@psychrehabassociation.org) well enough in advance of the deadline to allow them sufficient time to complete and submit the Renewal Application.

## Renewal Application Revision Requests or AP Non-Renewal

Renewal Applications may be returned for revisions by PRA if the AP fails to meet the PRA Standards for Continuing Education. Renewal Applications may be submitted for reconsideration within 30 days of notification without any additional fee. Applications submitted for reconsideration more than 30 days after notification must submit an additional Renewal Application Fee with the resubmission, unless granted an extension by PRA within 30 days of notification.

Approved Providers that fail to renew on time will lose their approval status, and must submit the initial application fee to reapply for AP status.

**By signing below, I confirm that I have read and understand the requirements outlined in this document, and commit to my organization's adherence in its conduct as a PRA Approved Provider of Continuing Education.**

Name of Primary Contact (Printed): \_\_\_\_\_

Organization: \_\_\_\_\_

Signature:\* \_\_\_\_\_ Date: \_\_\_\_\_

\*an electronic signature is acceptable