

# CPRP EXAM APPLICATION INSTRUCTIONS

## USING THESE INSTRUCTIONS

1. **READ** and understand all application instructions and requirements **BEFORE** you complete your application. **Failure to follow the instructions can result in your application being denied, or deferred to a later exam date.**
2. Throughout these instructions, available supporting documents are indicated by an asterisk (\*). Visit our website at [www.uspra.org/certification](http://www.uspra.org/certification) to download; or call 410.789.7054 to request copies by mail.

## ELIGIBILITY CRITERIA

In order to be approved to sit for the CPRP Examination you must:

1. Meet eligibility requirements for education, work experience, and training, in one of the pathways below (reading across one numbered row);
2. Provide a signed a statement agreeing to abide by USpra Practitioner Code of Ethics; and
3. Submit the appropriate application and examination fees.

*Required experience, education, and training must be accumulated prior to submission of your application.*

## MINIMUM REQUIREMENTS FOR INDIVIDUALS WITH ACADEMIC PREPARATION IN PSYCHIATRIC REHABILITATION

Education/Academic Preparation	PSR Work Experience	Psychiatric Rehabilitation Continuing Education & Training
1. Bachelor Degree (or higher) in PSR	6 months	None required*
2. Associate Degree in PSR	1 year	
3. Graduation from an <b>accredited</b> PSR Certificate Program	2 years	

## MINIMUM REQUIREMENTS FOR INDIVIDUALS WITH ACADEMIC PREPARATION IN ALL OTHER FIELDS (including education in other mental health fields)

Education/Academic Preparation	PSR Work Experience	Psychiatric Rehabilitation Continuing Education & Training
1. Bachelor Degree (or higher)	1 year	45 contact hours *
2. Associates Degree	2 years	
3. High School Diploma or GED	2 years	

## PLEASE SEE THE USpra WEBSTE FOR UPDATED EXAM DATES & APPLICATION DEADLINES

- Applications postmarked after the application deadline will incur a late fee.
- Applications postmarked after the late deadline will be evaluated for the next exam date. **NO EXCEPTIONS.**
- Incomplete applications will incur additional fees.
- Exam dates and fees are subject to change without notice

## **PAGE 1: Billing Contact/Payment Information & Exam Date Selection**

Payment in full must accompany your application. All sections of the Payment Information Form must be complete. If you are applying under an organizational member of USPRA, provide the USPRA member number. Payment may be made by check, money order, Visa, MasterCard or American Express.

Choose from the available test dates listed on the application. The CPRP Exam is offered three times each year. Traditionally these exams are offered in March, June and October. The test is offered at computer testing centers world-wide. See the USPRA website at <http://www.uspra.org> for a current list of testing centers.

**NOTE: (1)** Groups of 10 or more candidates from a single employer applying to take the exam may qualify for a discounted exam application fee. Contact the Certification Program for details. **(2)** Applications received without payment will NOT be processed until payment is received. **(3)** Fees are subject to change without notice. **(4) All application fees are non-refundable.**

## **PAGE 2: Personal Information, Education & Academic Preparation and Work Experience**

Provide complete contact information, including mailing address to which ALL CPRP related materials will be mailed. A home address is preferred. Provide contact information, including phone numbers at home and work, date of birth and mothers maiden name. This information is used for security purposes by our test administrator. As most CPRP communications are done electronically, **an email address is REQUIRED.** If you do not have email, you can obtain a free account from websites such as Yahoo!, Hotmail, and Google Mail.

**NOTE:** It is your responsibility to keep certification program staff informed of your current mailing and email addresses. This will ensure that you receive related correspondence, certification updates, training information and CPRP renewal notices. The CPRP program cannot be responsible for lost, delayed or misdirected mail.

**The education level reported in this section will determine the remaining Work Experience and Training requirements you must meet** in order to be eligible for the CPRP exam. Refer to the chart on Page 1 of these instructions for complete details. List only your highest COMPLETED diploma, degree or professional certificate. Indicate the field of study/concentration.

The Certification Commission requires proof of education in the form of an ORIGINAL/OFFICIAL transcript from the education institution. You MUST request a copy of the transcript from your educational institution, providing ample time for processing. The transcript MUST be included with your application packet\*. Faxed copies of the transcript are NOT acceptable.

\*Exception: If the education institution requires that the transcript be sent directly to USPRA, please indicate this on your application. If you have a copy of the transcript, submit it with your application. As long as a copy is on file (and you have met eligibility criteria), you will be able to sit for the exam. Exam results will NOT be released until an official copy of the transcript has been received by our office.

**Document your work experience** in Psychiatric Rehabilitation services for adults and/or transitional-aged youth (16 years and older) with serious mental illness (e.g., working as a case manager, vocational counselor, independent living support counselor, residential treatment counselor or club house staff). Supervision, administration, consultation, and training in Psychiatric Rehabilitation are also considered work experience. The description of your major duties will be used to ensure the work was in the field of Psychiatric Rehabilitation. Provide an accurate and complete description in the space provided; or attach a copy of your job description. **Only work experience completed on or before the application date will be considered.**

**Regarding Part-time work:** Work experience is calculated in full-time equivalents; e.g. 40 hrs per week for one year is considered one year experience; 20 hrs per week for two years is considered one year experience, and so on.

**Regarding Volunteer and unpaid work experience:** Up to 50% of your reported work experience may have been provided as a volunteer in a rehabilitation program. **NOTE:** All of the above requirements for work experience must be met during the volunteer experience.

**All positions must be:**

- ✓ related to provision of recovery-oriented services for adults with serious mental illness;
- ✓ regularly scheduled & evaluated;
- ✓ supervised by a CPRP or psych rehab practitioner (or be directly accountable to the governing board of a psychiatric rehabilitation facility or program); and
- ✓ have a job description

**PAGE 3: Employment Verification**

The Employment Verification (EV) Form is required to document the psychiatric rehabilitation experience relative to your eligibility criteria (see Eligibility Chart, Page 1). A separate EV is required for each position/employer to document your eligibility; e.g., if you held two or more jobs within the past year you will need an EV form for each of those jobs/employers.

**The applicant is responsible for having the form completed by the employer(s).** The employer(s) should return the form to the applicant in a sealed envelope with their signature across the back of the envelope flap. The sealed envelope(s) **MUST** be included with your application packet. Make copies of the form as needed. **Employment verifications that are not submitted in signed & sealed envelopes will be returned to the applicant for re-submission.**

**PAGE 4: Training in Psychiatric Rehabilitation**

Nearly all candidates will be required to document 45 Contact Hours\* of education and training in Psychiatric Rehabilitation. Candidate who hold a Certificate in Psychiatric Rehabilitation or and Associates degree or higher in Psychiatric Rehabilitation are exempt from this requirement.

Document all trainings on the form provided. **Include only training attended within the three years immediately preceding submission of your application.** You may include in-class training, certain self-study, distance learning, e-learning and college level courses taken toward an **uncompleted degree**. Repeat trainings/presentations will NOT be accepted. When reporting trainings, you must include the training topic, the presenters (and qualifications), the sponsoring organization, the date and location of the training and the total number of contact hours earned. **Do NOT report hours in the form of credits or CEUs.** All reported events will be evaluated and confirmed. **DO NOT attach certificates of attendance to the application; these will be requested by program staff if necessary.**

**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:

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| I. Interpersonal Competencies          | V. Interventions for Goal Achievement    |
| II. Professional Role Competencies     | VI. Systems Competencies                 |
| III. Community Integration             | VII. Diversity and Cultural Competencies |
| IV. Assessment, Planning, and Outcomes |  |

**How to identify relevant training activities**

- For purposes of the CPRP application, PSR training must address “*the treatment and/or rehabilitation of adults with serious mental illness*” (see the **CPRP Exam Blueprint**, available on the USpra 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. **Trainings addressing the treatment of CHILDREN/ ADOLESCENTS 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:**

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| <ul style="list-style-type: none"><li>• CPR/First aid</li><li>• Fire safety</li><li>• Disaster training</li><li>• Materials handling/MSDS</li><li>• Driver education (for transport vans)</li><li>• Training on computer software</li><li>• Agency Specific Training</li><li>• Topics specific to Children/Adolescents</li><li>• Autism Spectrum Disorders</li><li>• Human Development</li></ul> | <ul style="list-style-type: none"><li>• Alzheimer’s Disease</li><li>• HIV/AIDS</li><li>• Domestic Violence/Abuse</li><li>• Death and Dying</li><li>• Internships</li><li>• Courses taken towards a completed degree (Associates, Bachelors, Masters, etc...)</li><li>• Staff meetings / Retreats</li><li>• Routine coaching, training, or supervising staff</li></ul> |
|--|---|

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.**

**PAGE 5: Personal & Professional Responsibilities**

**Licensing :** If you have had a license, registration or certification revoked, been sanctioned in any way, or are presently under review for possible sanction, answer the questions on the application form truthfully and provide a description of the situation. Include the date, circumstances, and current status. Information about revocation of professional licenses or credentials or professional sanction will be reviewed by the Certification Commission to determine if the situation indicates unprofessional or unethical behavior which could be harmful to persons receiving services. If such a determination is made the application may be denied.

**Ethical and Legal Obligations:** You must sign an agreement to abide by the *Psychiatric Rehabilitation Practitioner Code of Ethics* and agree to abide by the laws and statutes of the jurisdiction in which you practice. If this agreement is not signed, your application will not be processed. The Code of Ethics is available for download on the USpra website.

The Commission maintains a public record of all currently certified individuals including name, certification date, expiration date, address, email address and daytime telephone number. This list is available upon request to all state chapters and affiliates of USPRA. Should you wish to be excluded from this list, you must indicate so by opting-out of the list at the time of application. Under no circumstance will the Commission sell the list to any third party vendor.

**Signatures and Verification of Information:** Sign and date your application. Applicants are expected to provide truthful and complete information. Any application found to contain fraudulent information (through omission or misrepresentation) will not be considered for the Certification Program.

**Mail your completed application and all supplemental materials to:**

USPRA Certification Program  
601 Global Way, Suite 106  
Linthicum, MD 21090

Phone: 410-789-7054  
Fax: 410-789-7675  
Email: [certification@uspra.org](mailto:certification@uspra.org)  
Website: [www.uspra.org](http://www.uspra.org)