



*Protecting the Citizens
of Florida*

CRRA

Certified Recovery Residence Administrator

This booklet includes:

1. Easy to follow instructions.
2. Your personal application form.
3. Mandatory forms to collect training documents and recommendations.

Define Yourself as a Professional through Certification.

Grandparenting Period Application
Effective Dates: April 1, 2016 - March 31, 2017

About Us

Preface

The Florida Certification Board (FCB) is a nationally recognized, non-profit professional credentialing organization that has been operating in Florida for over 30 years. It currently credentials over 15,000 individuals working in the related fields of addictions, prevention, criminal justice, mental health, child welfare and behavioral health.

The FCB adheres to the highest industry psychometric standards for developing, implementing and administering certification programs and examination instruments. Applicants complete a rigorous pre-qualification and examination process; specifically designed to verify the applicant has the necessary education, training and experience to perform the core competencies established for and by the regulated profession. Once certified, each professional is required to strictly observe a Code of Ethical and Professional Conduct and participate in annual continuing education events.

The FCB is the only agency offering Recovery Residence Administrator certification in Florida (Chapter 397, F.S.).

Mission

The FCB serves the public interest by developing, administering and maintaining certification programs that reflect current standards of competent practice for health and human services professionals. Our mission is to protect the health, safety, and welfare of the citizens of Florida by regulating our certified professionals through experience, education, and compliance with professional and ethical standards.

Property of the Board

Materials submitted to the FCB as part of the certification process are considered property of the Florida Certification Board. Materials include but are not limited to applications, evaluations, transcripts, and certificates. **Applicants are encouraged to keep copies of all materials and paperwork submitted for certification.** Certification wall certificates and wallet cards are the property of the FCB and must be surrendered upon Board request.

Board Policy and Procedures

All FCB requirements, policies and procedures, including the FCB Code of Ethical and Professional Conduct and Disciplinary Procedures, are maintained on our website at www.flcertificationboard.org. In the instance of a discrepancy between this manual and that posted on the website, the website shall take priority. Applicants and certified professionals are individually responsible for ensuring they are following current FCB policy and procedures.

Candidate Guide Target Audience

The Certified Recovery Residence Administrator (CRRA) Grandparenting Period Candidate Guide is written for CRRA applicants applying for certification under the grandparenting standards. Please see the CRRA-G Certification Standards table for specific requirements.

Publication and Revision History

Date	Version	Reason for Change
4-1-16	1.0	Original Publication

About Us	1
Preface	1
Mission	1
Property of the Board	1
Board Policy and Procedures	1
Candidate Guide Target Audience	2
Publication and Revision History	2
Recovery Residence Administrator (CRRR) Certification Program Overview.....	5
CRRR Grandparenting Period Certification Standards.....	5
Fee Schedule	7
...Before You Apply.....	8
Mandatory Application Forms	8
Online Certification System Registration.....	10
CRRR-G Application for Certification	11
Directions	11
Certification Fee Payment Information	11
Formal Education Requirement.....	11
Level 2 Background Screen	12
FCB Accept/Deny Criteria.....	12
CRRR-G Certification Application Sections.....	13
CRRR-G Training Verification Forms	14
Requirement	14
Directions	14
Supporting Documentation Requirements.....	15
How to Calculate Training Hours	15
FCB Accept/Deny Criteria.....	15
Related Work Experience Verification Form.....	16
Requirement	16
Directions	16
How to Calculate Related Work Experience Hours.....	16
FCB Accept/Deny Criteria.....	16
Recommendation for Certification Form.....	17
Requirement	17

Directions	17
FCB Accept/Deny Criteria.....	18
The Examination Process	19
Requirement	19
Certification Award, Continuing Education & Renewal	19
Certification Award	19
Certification Maintenance	20
Continuing Education Requirement.....	20
Eligible Continuing Education Providers	20
How to Document Compliance with CEU Requirements.....	20
How to Calculate Training Hours	21
CEU Audit	21
FCB CEU Accept/Deny Criteria	21
Credential Renewal	22
Renewal Notice Process	22
FCB Appeal Process	22
CRRRA Mandatory Forms.....	23

Recovery Residence Administrator Certification Program Overview

The FCB is pleased to offer the Certified Recovery Residence Administrator (CRRRA) credential to eligible applicants. The CRRRA is the person responsible for the overall management of the Recovery Residence; supervision of residents and paid or volunteer staff; ensuring appropriate response to resident needs and maintenance of the residence. The CRRRA accomplishes these goals being accountable for implementation of and compliance with the National Alliance of Recovery Residences (NARR) Quality Standards and Code of Ethics for Level 1 – 4 Recovery Residences, or equivalent nationally recognized standards and code of ethics pursuant to 397.487, Florida Statutes.

The CRRRA program is in a grandparenting period from April 1, 2016 through March 31, 2017.

Individuals certified in the field of recovery residence administration have demonstrated competency in five (5) performance domains:

1. Recovery Residence Operations and Administration
2. Maintaining the Physical Residence
3. Resident Screening and Admissions
4. Resident Recovery Support
5. Legal, Professional and Ethical Responsibilities

CRRRA Grandparenting Period Certification Standards

CRRRA Grandparenting Period Certification Program Requirements: The following table provides an overview of the minimum requirements to earn and maintain the Certified Recovery Residence Administrator (CRRRA) credential during the **GRANDPARENTING PERIOD of April 1, 2016 through March 31, 2017**. The purpose of the CRRRA grandparenting period is to provide current practitioners with the opportunity to earn certification without having to complete supervision requirements and pass a written exam. Grandparenting period standards include minimum formal education, content-specific training, related work experience and letters of recommendation. Applicants must provide formal, verifiable documentation to support each requirement.

Carefully read the *CRRRA Candidate Guide – Grandparenting Period* document for detailed information regarding certification application, award and maintenance policies and procedures. If you have any questions, please contact the FCB for clarification or assistance.

CATEGORY	CRRRA GRANDPARENTING PERIOD MINIMUM REQUIREMENT
Formal Education	High School Diploma, General Equivalency Degree (GED) or higher.
Content-Specific Training	<p>100 hours*, allocated as follows:</p> <ul style="list-style-type: none"> a. Recovery Residence Operations and Administration: 20 hours b. Maintaining the Physical Residence: 20 hours c. Resident Screening and Admissions: 10 hours d. Residence Recovery Support: 30 hours e. Legal, Professional and Ethical Responsibilities: 20 hours <p><i>*During the grandparenting period, applicants may earn the CRRRA credential by submitting a minimum of 25 hours of training as part of the application and submitting all remaining hours for approval prior to the CRRRA credential's first expiration date.</i></p>
Related Work Experience	<p>1,000 hours providing related recovery residence administrator, manager, or closely aligned recovery residence services.</p> <p>Both paid and formal, volunteer work experience is eligible for certification purposes; however volunteer experience in the context of a mutual support type group is not eligible for certification purposes.</p> <p>All work experience must be documented.</p>
Supervised On-the-Job Experience	Requirement suspended during grandparenting period.
Recommendations for Certification	<p>2 professional letters of recommendation for certification.</p> <p>1 personal/character reference letter of recommendation</p>
Competency Exam	<p>Requirement suspended during grandparenting period.</p> <p>Persons reinstating an inactive CRRRA credential earned under grandparenting period requirements must earn a passing score on the CRRRA Competency Exam as a condition of reinstatement.</p>
Criminal History Standards	<p>Must pass a level 2 background screening per s. 397.4871(5), F.S.</p> <p>Must read and sign an attestation agreeing to allow the FCB to conduct a random criminal history check to ensure compliance with the FCB Code of Ethical and Professional Conduct standards related to criminal activity.</p>
Code of Ethics Standards	Must read and sign an attestation agreeing to comply with the FCB Code of Ethical & Professional Conduct.
Continuing Education	10 hours annually. Training content must be related to at least one of the CRRRA performance domains.
Renewal	Annual, on June 30 th of each renewal calendar year.

Fee Schedule

The following table lists Certified Recovery Residence Administrator (CRRRA) certification related fees.

In the event of a fee change, the fees posted online at <http://flcertificationboard.org/resources/policy-and-procedure/> take priority.

Requirement	Fee – ALL FEES ARE NON-REFUNDABLE
CRRRA-G Certification Application Fee	\$100. This fee is valid for a 12-month period. If the CRRRA credential is not earned within 12-months of paying the certification application fee, a \$100 continuation fee must be paid. This fee must be paid before your application will be assigned to a certification specialist for processing.
CRRRA Exam Fee	Not required during grandparenting period.
Annual Renewal Fee	\$100. Fees are due on or before June 30th of each calendar year.
Level 2 Background Screen	No fees are due to the FCB. Fees are paid directly to the entity performing the level 2 background screen.
Manual Credit Card Processing Fee	\$5. Online credit card payments do not have an additional fee. This fee is charged for any credit card payment manually processed by the FCB.
Late Renewal Fee	\$50. This late fee is assessed to renewal fees received between July 1st and July 31st of each calendar year.

Before You Apply

The application process is primarily paper-based. However, all applicants must FIRST create an account in the FCB's certification database. This account will allow the FCB to attach your application and any paid fees to your secure electronic record.

The FCB will not be able to process any certification application related documents or fees until you establish a REQUIRED FREE ONLINE ACCOUNT in the FCB's certification system.

Mandatory Application Forms

This *Certified Recovery Residence Administrator Grandparenting Period Candidate Guide* and all FCB mandatory application forms are posted on the FCB's website for free download at this link:

<http://flcertificationboard.org/certifications/certified-recovery-residence-administrator-crra/>

To save and use these forms:

1. Open the form from the FCB's website.
2. Rename and save the file to your computer.
3. Complete all applicant fields of data.
4. Save the completed form to your computer.
5. Email or print/mail the completed form to the appropriate party (see directions on each form).

Requirement/Form	Important Information
FCB Online Certification System Account	The account is created online. It takes 2-business days to process an account request. Complete this step prior to applying for certification.
CRRA-G Certification Application	<ol style="list-style-type: none">1. Download the CRRA-G Certification Application PDF file.2. Rename and save the file to your computer.3. Complete all fields of data.4. Save and print the form.5. Mail the completed form, with an original signature to the FCB.
CRRA-G Formal Education Documentation	There are multiple options for documenting proof of a HSD/GED or higher. <ol style="list-style-type: none">1. Copy of GED certificate;2. Copy of High School Diploma; or3. Official or unofficial community college, college or university transcript.
Certification Fee	There are three options for paying certification related fees. Regardless of the option you choose, you MUST first establish an account in the FCB's

Requirement/Form	Important Information
	<p>certification database.</p> <ol style="list-style-type: none"> 1. Include check or money order with the CRRA-G Application for Certification. 2. Request an invoice, which will be generated and paid using the FCB's online certification system after your CRRA-G Certification Application is received. Payment is required before the application will be processed. 3. Make a credit card payment over the phone. There is a \$5 charge for each credit card charge manually processed by the FCB.
<p>Training Verification Form and Supporting Documentation</p>	<ol style="list-style-type: none"> 1. Download the CRRA-G Training Verification Forms PDF file. <i>Note: The file includes a separate form for documenting compliance with training hours by training topic area. You must provide supporting documentation for each training event entered on each form.</i> 2. Rename and save the file to your computer. 3. Complete all fields of data. 4. Save and print the file. 5. Attach copies of supporting documentation to each form. Documents should be presented in the same order as listed on the form. 6. Materials can be printed/mailed OR scanned/mailed to the FCB.
<p>CRRA-G Work Experience Verification Form</p> <p>CRRA-G Recommendation for Certification Form</p>	<ol style="list-style-type: none"> 1. Download the CRRA-G version of each form. 2. Rename and save the file to your computer. 3. Complete Part 1 of each form and save the file to your computer. 4. Print/mail OR email the updated file to the appropriate party, asking him or her to: <ol style="list-style-type: none"> a. complete the remaining sections of the form; b. attach any required supporting documentation; and c. submit all materials directly to the FCB. 5. Materials can be printed/mailed OR scanned/mailed to the FCB. 6. DO NOT ASK FOR THE COMPLETED FORM – ALL FORMS AND SUPPORTING DOCUMENTS MUST BE MAILED OR EMAILED TO THE FCB FROM THE INDIVIDUAL COMPLETING THE FORM/SUPPLYING SUPPORTING DOCUMENTATION.

Online Certification System Registration

All applicants for certification **MUST** create an account on the FCB's online certification database. You are strongly encouraged to complete this step as soon as possible because there is a 2-business day time frame between system registration and system approval.

To create your account, complete the following steps:

1. Go to the FCB's website at www.flcertificationboard.org
2. Select "My Account" from the top of the homepage. This link will open a new page.
3. Select "Register" from the top of the new page. This link will open a new page entitled New User Registration.
4. Complete all required fields of information. (First Name, Last Name, Phone, Email, Confirm Email, Password, Confirm Password, Contact Preference, Street Number, Street Name, Street Type, Address Type, City, Zip Code)
5. Select "Submit" at the bottom of the page. You will know that your registration request was successfully submitted when you see this message on the screen:
"User Successfully Created. You will receive an email once your account is approved and activated."
6. The 2-business day clock starts when the FCB receives the registration request. During this time, FCB staff will review and approve the registration request. Upon approval, you will receive a system-generated email stating that your account has been approved and that you may access the system using the email and password you registered with.

IMPORTANT NOTES:

- It is **CRITICAL** that you keep track of the email and password you entered when creating your account. The system sends all password resets to the email address on your account. If your email address changes and you can no longer access it, you may be required to re-register.
- We **STRONGLY RECOMMEND** that you register with your primary personal contact information instead of your work contact information.
- **DO NOT** request a password reset (through the online system) **UNTIL** you have received your approval email. Your email and password combination **WILL NOT WORK** until the FCB has approved your account and you have received the approval email.
- You will access your account to update your contact information, apply for certification and pay fees. It is your responsibility to ensure that the FCB has your current mailing address and email address.
- **DO NOT** complete multiple New User Registrations. This will lock you out of the system.
- For additional assistance with the registration process, contact our offices at 850-222-6314.

CRRA-G Application for Certification

Directions

1. Download the CRRA-G Certification Application PDF file.
2. Rename and save the file to your computer.
3. Complete all fields of data.
4. Save and print the form.
5. Materials can be printed/mailed OR scanned/emailed to the FCB.

Certification Fee Payment Information

The Payment Information section of the application asks you to indicate how you will pay your certification application fee.

Ensure that you create an account in the FCB's online certification system before submitting the CRRA-G Certification Application and any certification fee(s). Applications that cannot be associated with an online account will be placed in pending status.

- **Check or Money-Order.** If you submit a check or money order with your application, the FCB will process and apply the payment to your account. If you have not created your account, the payment will be processed and your application will be placed in pending status until the account is established.
- **Electronic Invoice.** Once you have an account, the FCB can generate an electronic invoice and email notification for fee payment. You are required to login to your account to make payment.
- **Manual Credit Card Processing.** Once you have an account, you may make a credit card payment over the phone. You will be charged a \$5 fee for each charge processed by the FCB.

Formal Education Requirement

Formal education means a degree granted by a public or private high-school, college or university.

CRRA applicants must hold a high school diploma, general equivalency degree (GED) or higher.

Applicants holding degrees issued by authorities outside of the jurisdiction of the United States must, at their own cost, seek an official degree verification, United States educational equivalency analysis, and transcript/degree translation to be submitted to the FCB from the verification entity.

Please see the following table for formal education eligibility and documentation requirements for each type of formal degree.

Degree	Granting Authority	Documentation Policy/Requirement
General Equivalency Degree (GED)	a. State authorized public or private GED providers. b. Eligible GEDs are awarded by providers that are a State-authorized GED education provider at the time of degree award.	1. Copy of GED certificate; or 2. Other official documentation of successful completion of GED requirements provided by the educational entity.
High School Diploma	a. State authorized public or private High Schools. b. Eligible High School Diplomas are awarded by providers that are a State-authorized High Schools at the time of degree award.	1. Copy of High School Diploma. 2. Official or unofficial community college, college or university transcript.
Higher than a HSD/GED	a. College or university granting the degree. b. Eligible degrees are issued by educational institutions that are accredited at the time of degree award by an accreditation organization recognized by the Federal Department of Education and/or the Council on Higher Education Accreditation (CHEA).	Typically, the FCB requires an official transcript from the college or university. As this credential has a minimum requirement of a HSD/GED, the FCB will accept unofficial community college, college or university transcripts as proof of meeting the formal education requirement.

Level 2 Background Screen

Section 397.4871(5), Florida Statutes, states that all CRRA applicants are subject to Level 2 background screening as provided under Chapter 435, F.S. Applicants, at their own cost and effort, must submit to a level 2 background check and provide the results to the FCB for approval.

FCB Accept/Deny Criteria

The CRRA-G Certification Application will be assigned to a Certification Specialist when the certification application fee is paid. Unpaid applications and certification application related documents will be maintained in pending status for no longer than 6 months. The CRRA-G Certification Application will be approved when:

- ✓ All sections are complete; including agreements to follow and/or acknowledge FCB policy statements;
- ✓ Documentation that the applicant has passed a level 2 screening is obtained;
- ✓ All fees are paid;
- ✓ Eligible documentation of formal education requirements are verified; and
- ✓ The criminal and professional background review is approved.

CRRA-G Certification Application Sections

Application Section	Policy Statement
1. FCB Certification System Account	You are required to establish an FCB certification system account a minimum of 2 business days before you apply for certification.
2. Applicant Account Verification	Provide all requested information. If information is not available, enter “N/A” or “none”. Applicants may not omit social security numbers, primary email address, or mailing address.
3. Work Information	Provide all requested information for your current position only. Applicants are required to attach a recent resume to their application, too.
4. Formal Education	Provide all requested information for your MOST RECENT ELIGIBLE DEGREE only.
5. Certification and/or Licensure Background	Provide all requested information.
6. Background History	Florida Statutes (s. 397.4871(5), F.S.) requires all applicants to submit to a level 2 background check as a condition of certification eligibility. In addition, FCB requires you to disclose your criminal background history and authorize the FCB to conduct random criminal background checks to assure compliance with the FCB Code of Ethical and Professional Conduct. Carefully read the <i>FCB Criminal Background Policy</i> and the <i>FCB Code of Ethical and Professional Conduct and Disciplinary Procedures</i> , which are posted on the FCB website at www.flcertificationboard.org to ensure understanding of policy and requirements.
7. Ethical and Professional Conduct	You are required to acknowledge certain standards and your professional responsibility in this section. Before completing this section, you must have the most recent copy of the FCB Code of Ethical and Professional Conduct, which is posted on the FCB website at www.flcertificationboard.org
8. Demographic Information	You are asked, but not required, to provide your demographic information in this section.
9. Payment Information	You are required to indicate how you will pay certification fees. Regardless of method of payment, an account must be created in the FCB’s online certification system before the application and/or fees can be processed.
10. Assurance and Release	You are required to provide specified assurances and releases to the FCB as part of the certification application process.

CRRA-G Training Verification Forms

Requirement

Applicants must document a minimum of 100* hours of content-specific training in five content areas.

**During the grandparenting period, applicants may earn the CRRA credential by submitting a minimum of 25 hours of training as part of the application and submitting all remaining hours for approval prior to the CRRA credential's first expiration date. If remaining training hours are not submitted and approved prior to the credential expiration date will be required to pay a certification continuation fee of \$100 and must meet all additional CRRA requirements, including earning a passing score on the CRRA Competency Exam.*

All training must have been completed within the last 10 years.

Training Content Area	Training Hours
1. Recovery Residence Operations and Administration	20
2. Maintaining the Physical Residence	20
3. Resident Screening and Admissions	10
4. Resident Recovery Support	30
5. Legal, Professional and Ethical Responsibilities	20
Total Hours	100

Directions

1. Download the CRRA-G Training Verification Forms PDF file.

Note: The file includes a separate form for documenting compliance with training hours by training topic area. You must provide supporting documentation for each training event entered on each form.

2. Rename and save the file to your computer.
3. Complete all fields of data.
4. Save and print the file.
5. Attach copies of supporting documentation to each form. Documents should be presented in the same order as listed on the form.
6. Materials can be printed/mailed OR scanned/emailed to the FCB.

Supporting Documentation Requirements

You must provide supporting documentation for all training events claimed for certification credit.

The FCB will accept the following forms of training documentation:

- Certificates of Completion/Attendance issued by the training provider.
- Unofficial college/university transcripts with an attached course description.
- Official employer training tracking database reports.

Training documentation must include the following information:

- Participant Name
- Title of course/training/educational event
- Event sponsor/provider
- Delivery date(s)
- Number of Contact Hours

If your training documentation is missing any of the required information, you must contact the training provider and request a letter, on official letterhead, providing the necessary information. Submit these letters with all other documentation.

How to Calculate Training Hours

College coursework is credited at the rate of 45-clock hours per 3-semester hour course.

Partial-day, full-day and multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

FCB Accept/Deny Criteria

Each training event and associated supporting documentation are verified individually and will be approved if:

- ✓ The training documentation includes all required information;
- ✓ The training was completed within the last 10 years; and
- ✓ There is a clear link between the training topic and the content-specific training requirement.

Related Work Experience Verification Form

Requirement

Applicants must document a minimum of 1,000 hours of experience providing recovery residence administrator, manager or closely aligned recovery residence services. Both paid and formal, volunteer work experience is eligible for certifications purposes; however, volunteer experience in the context of a mutual support type group is not eligible for certification purposes.

All work experience must have been gained in the last 5 years.

Directions

Work experience is documented by the employer on FCB provided forms. If multiple employers need to be contacted to document all hours, provide a separate form to each employer.

1. Download the CRRRA-G Work Experience Verification form.
2. Rename and save the file to your computer.
3. Complete Part 1 of the form and save the file to your computer.
4. Print/mail OR email the updated file to the appropriate party, asking him or her to:
 - a. complete the remaining sections of the form;
 - b. attach any required supporting documentation; and
 - c. submit all materials directly to the FCB.
5. Materials can be printed/mailed OR scanned/emailed to the FCB.

How to Calculate Related Work Experience Hours

- Full-time paid or volunteer work is credited at the rate of 40 hours per week.
- Part-time paid or volunteer work is credited on an hour-for-hour basis.

FCB Accept/Deny Criteria

Related work experience will be approved if:

- ✓ The Work Experience Form is complete;
- ✓ An official position description or narrative of duties is provided;
- ✓ There is a clear link between the duties performed and the duties expected of a CRRRA;
- ✓ The form is submitted by the applicant's employer; and
- ✓ Work experience occurred within the last 5 years.

Recommendation for Certification Form

Requirement

Applicants are required to submit three (3) Recommendations for Certification. Two recommendations must be “professional” recommendations and one may be a “character/personal” recommendation.

A **professional recommendation** is provided by an individual who has direct knowledge of the applicant’s on-the-job performance as an addiction professional. While teamwork, experience and work ethic are the types of things discussed, the recommendation should give the FCB an idea of the type of individual applying for the CRRA credential.

Individuals providing a professional recommendation must be in a non-peer or non-subordinate position to the applicant. Typical individuals eligible to provide a professional recommendation for certification include the applicant’s immediate supervisor or any other agency supervisor, trainer, mentor, quality assurance staff, and any other agency management or leadership staff.

Individuals providing a professional recommendation must be in a non-peer or non-subordinate position to the applicant. Typical individuals eligible to provide a professional recommendation for certification include the applicant’s immediate supervisor or any other agency supervisor, trainer, mentor, quality assurance staff, and any other agency management or leadership staff.

A **character/personal recommendation** is provided by an individual who has direct knowledge of the applicant in a personal capacity. Character/personal recommendations are often provided by business acquaintances, customers or clients, teachers, trainers, professors, friends or neighbors. The character/personal recommendation should discuss the applicant’s traits, such as his or her personality, character, integrity, dependability and/or insights into work habits, talents and skills. While the recommendation will primarily discuss the applicant’s character, it should give the FCB an idea of the type of individual applying for the CRRA credential.

Recommendations for Certification may not be provided by a relative, any person sharing the same household, or any person in a romantic, domestic, or familial relationship with the applicant.

Directions

Recommendations are completed on FCB provided forms. Provide a separate form to each person providing you with a Recommendation for Certification.

1. Download the CRRA-G Professional Recommendation for Certification Form and the CRRA-G Character/Personal Recommendation for Certification Form.
2. Rename and save the files to your computer.
3. Complete Part 1 of each form and save the file to your computer.
4. Print/mail OR email the updated file to the appropriate party, asking him or her to:
 - a. complete the remaining sections of the form and
 - b. submit the completed form directly to the FCB.
5. Materials can be printed/mailed OR scanned/emailed to the FCB.

FCB Accept/Deny Criteria

Recommendations for Certification will be approved if:

- ✓ The Recommendation for Certification Form is complete; and
- ✓ The form is submitted to the FCB by an individual qualified to provide the recommendation.

The Examination Process

Requirement

The exam requirement is suspended during the grandparenting period. There are two scenarios where a person who earned the CRRA credential during the grandparenting period would be required to take the CRRA competency exam.

Credential moves into inactive, suspended, or revoked status. Persons who earned the CRRA credential during the grandparenting period and allow the credential to become inactive, suspended or revoked will be required to meet all reinstatement requirements and current CRRA requirements that were not in place at the time of credential application and award, including the written exam.

Remaining training hours not approved prior to CRRA expiration date. Persons who earned the CRRA credential during the grandparenting period with less than 100 training hours who do not submit additional hours before the CRRA expiration date will be required to pay a continuation fee and must meet current CRRA requirements that were not in place at the time of credential application and award, including the written exam.

Certification Award, Continuing Education & Renewal

Certification Award

The Certified Recovery Residence Administrator (CRRA) credential is issued within 10 business days of the FCB's receipt and approval of all certification application fees, forms and supporting documentation. During the grandparenting period, the credential issue date is the day the FCB approved the final CRRA-G application requirement.

The CRRA credential is issued for a 12-month period, and will always renew on June 30th of the renewal calendar year.

Depending on the initial certification award date, first time credential holders may be certified for slightly more or less than a standard 12-month period.

- ✓ Credentials earned in June – March will renew in June.
- ✓ Credentials earned in April or May will renew the following June.

The full 12-month renewal cycle will start after the credential is renewed for the first time.

Certification Maintenance

Maintaining a credential in good standing is very important. To further our mission of public safety, the FCB maintains a public-access database allowing verification of an individual's certification status and ethical history. To remain in good standing, certified professionals must:

- ✓ Actively participate in annual continuing education to maintain a current knowledge and skill base.
- ✓ Follow the FCB Code of Ethical and Professional Conduct.
- ✓ Complete the renewal process in a timely manner, every June.

Please carefully read this section to ensure you understand maintenance and renewal requirements.

Continuing Education Requirement

All persons holding the CRRA, credential must complete 10 hours of continuing education units (CEUs) per year. One CEU is equal to 50 minutes of instruction.

Training content must be related to at least one of the five CRRA performance domains and CEU hours must be non-repetitive (i.e., the same course cannot be claimed more than one time during each credentialed period, even if the course was taken annually.)

Eligible Continuing Education Providers

Continuing education units must be earned from a FCB recognized or approved CEU training provider. Some training providers hold approval from other entities that are recognized by the FCB; other training providers apply for and hold FCB Training Provider Status. The FCB will honor CEUs issued by any of the following providers:

1. College or university coursework offered by institutions holding Federal Department of Education and/or Council of Higher Education Accreditation (CHEA) recognized accreditation.
2. Training providers approved to offer CEUs by other state or national professional licensing or certification boards.
3. FCB Approved Education and Training Providers: The FCB will award FCB Education and Training Provider status and a number to approved applicants. A list of approved FCB Education and Training Providers is maintained on our webpage at www.flcertificationboard.org.

How to Document Compliance with CEU Requirements

You must provide supporting documentation for all training events claimed for CEU credit.

The FCB will accept the following forms of training documentation:

- Certificates of Completion/Attendance issued by the training provider.

- Unofficial college/university transcripts with an attached course description.
- Official employer training tracking database reports.

Training documentation must include the following information:

- Participant Name
- Title of course/training/educational event
- Event sponsor/provider
- Delivery date(s)
- Number of Contact Hours

If your training documentation is missing any of the required information, you must contact the training provider and request a letter, on official letterhead, providing the necessary information. Submit these letters with all other documentation.

How to Calculate Training Hours

College coursework is credited at the rate of 45-clock hours per 3-semester hour course.

Partial-day, full-day and multi-day training events are credited for instructional time only. Breaks are deducted from the total hours claimed.

Conferences are credited for break-out session and plenary sessions only. Breaks are deducted from the total hours claimed. Please attach a copy of the conference program to your application.

CEU Audit

Approximately 3 months prior to the credential's expiration date, the FCB will randomly select 20% of the certified population for a CEU audit to ensure compliance with the CEU requirement.

Audited individuals will be notified of such approximately 2 months prior to the credential's expiration date and must submit CEU documentation to the FCB for review and approval PRIOR to the credential expiration date. Please note: payment of renewal fees and non-submission or denial of submitted CEUs may result in the credential being placed on inactive status.

Although only audited individuals are required to submit CEU documentation to the FCB as part of the renewal process, all certified professionals must maintain documentation of compliance with CEU requirements for 3 years, in case of future audit.

FCB CEU Accept/Deny Criteria

CEU documentation will be approved if:

- ✓ The documentation includes all required information;
- ✓ The training was completed between the certification award and expiration dates, and

- ✓ There is a clear link between the training event and the scope of service for a CRRA.

Failure to meet these requirements may result in disciplinary or ethical action. Credentials will not be renewed until CEU requirements are satisfied.

Credential Renewal

The CRRA credential renew every year, on or before June 30th. Depending on the initial certification award date, first time credential holders may be certified for slightly more or less than a standard 12-month period.

- ✓ Credentials earned in June – March will renew in June.
- ✓ Credentials earned in April or May will renew the following June.

The full 12-month renewal cycle will start after the credential is renewed for the first time.

Renewal Notice Process

The FCB will send out renewal notices in April and May of the renewal year. Renewal fees must be paid and, if audited, CEU documentation must be approved no later than June 30th of the renewal year.

Individuals who DO NOT meet renewal requirements by June 30th may pay the renewal fee, a \$50 late fee and must submit CEU (regardless of audit status) no later than July 31st of the renewal year.

Individuals who DO NOT meet renewal requirements by August 1st of the renewal year will be automatically placed in inactive status and must complete the FCB Reinstatement Process to recertify.

FCB Appeal Process

When an applicant is denied certification, questions the results of the application review process, questions examination results, or is subject to an action by the FCB or its agents that he or she deems unjustified, the applicant has the right to an inquiry and/or an appeal.

An **inquiry** is when an applicant requests a written summary from the FCB that explains the reason for the action in question. A letter requesting an inquiry must be made to the FCB's Director of Certification, in writing, within 30 calendar days of notification of FCB decision and/or action. An applicant shall be considered notified within 3 days of the date of the FCB's notification. If the applicant does not agree with the decision and/or rationale of the FCB, he or she may request an appeal.

An **appeal** may be made to the FCB's Director of Certification, in writing, within 30 calendar days of notification of FCB decision and/or action on the applicant's inquiry. An applicant shall be considered notified within 3 days of the date of the FCB's notification. The written appeal will be provided to the appropriate committee of the FCB's Behavioral Health Advisory Council for review and action. The applicant will be notified in writing within 5-business days of the committee's decision. The committee's decision is final and not subject to further appeal.

CRRA Mandatory Forms

Use this section to preview directions and required forms for certification application. FCB mandatory application forms are posted on the FCB's website for free download at this link:

<http://flcertificationboard.org/certifications/certified-recovery-residence-administrator-crra/>

To save and use these forms:

1. Open the form from the FCB's website.
2. Rename and save the file to your computer.
3. Complete all applicant fields of data.
4. Save the completed form to your computer.
5. Email or print/mail the completed form to the appropriate party (see directions on each form).

CRRA Application Forms

CRRA-G Certification Application.pdf

CRRA-G Training Verification Forms.pdf

CRRA-G Work Experience Verification Form.pdf

CRRA-G Professional Recommendation for Certification Form.pdf

CRRA-G Character/Personal Recommendation for Certification Form.pdf



*Protecting the Citizens
of Florida*

**Recovery
Residence
Administrator**

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