

Certification Guidelines: **Credential Standards and Requirements Table**

Certified Recovery Residence Administrator (CRRA)



*Define Yourself as a Professional
through Certification.*

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CRRA Standards & Requirements Tables

The purpose of this document is to provide detailed CRRA credential specific information, including CRRA standards, requirements and application policies and procedures. This document is to be read in conjunction with the FCB’s overall administrative requirements that are detailed in the following FCB Candidate Guides:

- Candidate Guide: Application Process
- Candidate Guide: Examination Process Credential Award
- Candidate Guide: Maintenance and Renewal Process

Applicants are responsible to read, understand and follow the information in the FCB’s Candidate Guides, this document, and the FCB’s Code of Ethical and Professional Conduct and Disciplinary Procedures. All documents are posted online. Please contact the FCB if you have any questions.

Grandparenting Period: The FCB is accepting CRRA application under the grandparenting standards (no exam or on-the-job supervision requirements) through October 31, 2017. Applicants must have earned the credential by March 1, 2018 in order to certify under the grandparenting standards. Any CRRA applications that were received during the grandparenting period and are still “in process” March 1, 2018 will be transitioned to the full standards, which means meeting on-the-job supervision requirements and earning a passing score on the CRRA exam.

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CERTIFIED RECOVERY RESIDENCE ADMINISTRATOR (CRRA)

The CRRA designation is an entry-level substance abuse credential for person’s who use their lived experience to assist clients achieve and maintain recovery from addictions. The CRRA requires a minimum of a high school diploma or general equivalency degree and demonstrated competency through training and experience in the performance domains of:

- Legal and Professional Responsibility
- Reengagement, Crisis Support & Safety
- Resource Linkage/Follow-up
- Practical Living Skills/Social Development

Recovery Management Individuals holding the CRRA credential have meet all FCB administrative requirements and all credential specific standards and eligibility requirements that have been established for the credential.

CRRRA GRANDPARENTING PERIOD STANDARDS AND ELIGIBILITY REQUIREMENTS

TOPIC	MINIMUM REQUIREMENT
<i>Please review the Candidate Guide: Application Process and the following CRRRA standards and eligibility requirements.</i>	
Formal Education	High School Diploma or General Equivalency Degree.
Content Specific Training	<p>100 hours of content specific training, allocated as follows:</p> <ol style="list-style-type: none"> 1. Recovery Residence Operations and Administration: 20 hours 2. Maintaining the Physical Residence: 20 hours 3. Resident Screening and Admissions: 10 hours 4. Resident Recovery Support: 30 hours 5. Legal, Professional and Ethical Responsibilities: 20 hours <p>All training must have been completed within the last 5 years</p> <p><i>Note: During the grandparenting period, applicants may earn the CRRRA credential by submitting 25 hours of training during application and completing all remaining hours prior to the credentials first expiration date. Failure to comply will require the applicant to pass the CRRRA exam as part of the certification process.</i></p>
Related Work Experience	<p>1,000 hours of formal work and/or volunteer experience providing related recovery residence administrator, manager or closely aligned residential management services.</p> <p>All experience must have been gained within the last 10 years.</p>
On-the-Job Supervision	On-the-Job Supervision is not required during the grandparenting period. When the grandparenting period closes, all applicants must meet these requirements as a condition of certification.
Recommendations	3 professional letters of recommendation for certification.
<i>Please review the Candidate Guide: Examination and Credential Award and the following CRRRA exam requirements.</i>	
Exam	The CRRRA exam is not required during the grandparenting period. When the grandparenting period closes, all applicants must pass the CRRRA exam as a condition of certification.
<i>Please review the Candidate Guide: Credential Maintenance and Renewal and the following CRRRA requirements.</i>	
Continuing Education	<p>10 hours per year. Training content must be related to at least one of the CRRRA performance domains.</p> <p>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.)</p>
Renewal	Annual, on June 30th of each calendar year.

ELECTRONIC APPLICATION AND SUPPORTING DOCUMENTATION REQUIREMENTS

All applicants MUST first establish an on-line account with the FCB. After establishing the on-line account, complete the Certified Addiction Counselor (CRRRA) electronic application. Hard copy applications are only available for applicants who meet ADA requirements related to accommodations for using computers and related technologies. Please contact the FCB for additional assistance. All other applicants, please see the link below for access to the portal.

<https://portalpcb.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/login?webid=FCB>

All credential-specific requirements are documented on FCB forms. All forms are posted on-line at <http://flcertificationboard.org/certification/available-certifications/>.

Applicants must:

- Download and complete the Training Verification Form. The completed form and supporting documentation is uploaded to the electronic CRRRA application.
- Secure a copy of his or her high school diploma, GED, unofficial college or university transcript, or diploma. The FCB will request this documentation when processing the application.
- Download and provide the following forms to the appropriate individual to complete and submit to the FCB: Work Verification Form; On-the-Job Supervision Verification Form; Professional Recommendation for Certification Form. See the [Hard Copy CRRRA Application Documents and Submission Protocol](#) section of this document for additional details.

All applicants have a maximum of 12 months to earn the CRRRA credential, starting from the date the application and the certification fee are received by the FCB.

When your fee has been processed and your application has been successfully submitted, you will receive a system email and, shortly thereafter, you will receive a personal email of introduction from your assigned certification specialist. This person will serve as your single-point-of-contact throughout the certification application, examination and award processes.

ELECTRONIC APPLICATION COMPONENTS & SUBMISSION PROTOCOL

Applicants have up to 30 calendar days to complete the electronic application. Applications not submitted within 30 days will be automatically deleted, including all data and attachments.

An application is considered submitted when the applicant has progressed through all of the screens, providing all system required information, and making the application fee payment.

Once the application is submitted and the fee payment is received, the application is “locked.” This means that the applicant can no longer make changes to data entered into the application and cannot add additional files of supporting documentation. If changes need to be made to the application and/or additional documents need to be attached, please work directly with your assigned Certification Specialist, who will make the necessary changes/updates.

SECTION	REQUIRED DATA	REQUIRED ATTACHMENTS
Other Certification or Licensure	Enter the requested information for the qualifying professional license you hold.	Upload a copy of proof of your current license.
Formal Education/Degree	Enter the requested information for the highest level degree you hold.	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Content Specific Training	You are not required to enter any fields of data; you only upload mandatory files.	Upload a completed CRRA Training Verification Form and supporting documentation for each course/training event.
References	<p>You are required to identify at least one supervisor who provided you with On-the-Job Supervision for certification purposes.</p> <p>You are required to identify the three individuals who will submit recommendations for certification on your behalf. Three professional references are required.</p>	<p>There is not an option to upload documents to this section of the application. You must download the CRRA On-the-Job Supervision Verification form and provide a copy to each supervisor for completion & submission to the FCB.</p> <p>You must download the CRRA Professional Recommendation for Certification Form from the FCB website and provide them to your references for completion & submission to the FCB.</p> <p>Note: You cannot collect completed supervision forms or recommendations and submit them to the FCB yourself.</p>
Current Employer	Enter the requested information for your current employer AND each additional employer you will contact to document the work requirement.	<p>There are no applicant-provided attachments in this section. You must download the CRRA Work Experience Verification form and provide a copy to each employer for completion & submission to the FCB.</p> <p>Note: You cannot collect completed work verification forms and submit them to the FCB yourself.</p>
Assurance and Release	Read the agreements on this page as you are bound by FCB policy and procedure once you check the check box and select the “next” button.	There are no applicant-provided attachments in this section.
Final Review and Application Submission	<p>Review all entered information. If any edits need to be made, make them at this time as additional documents cannot be uploaded after you select the “submit” button.</p> <p>If you do not select the “submit” button with 30 days of starting the application, the system will delete the application, including all entered data and attachments.</p>	There are no applicant-provided attachments in this section. When you submit your application, you will be taken to the fee payment screen. Your application is not submitted until payment is made. You will receive a system generated email with an invoice when your payment has been processed and your application is received.

HARD COPY APPLICATION DOCUMENTS AND SUBMISSION PROTOCOL

Applicants must download the following forms from the FCB website and provide the forms to the appropriate people for completion and submission to the FCB.

- Work Verification Form
- On-the-Job Supervision Verification Form
- Training Verification Form
- Professional Recommendation for Certification

Your assigned certification specialist will upload all hard copy documents to your electronic application. You will be able to track the status of each requirement from your online account.

REQUIRED DOCUMENTATION	APPLICANT PROVIDED	NON-APPLICANT SOURCE
Formal Education	On application, report degree(s).	Save a copy of your HSD/ GED or unofficial college or university transcript or degree and provide it to your FCB Certification Specialist when requested.
Work Experience	On application, report employer(s) who will submit verification documentation. Provide each employer with a Work Verification Form	Employer will document and submit related work experience on the Work Verification Form. Please include a position description specifying all related duties
On-the-Job Supervision	On application, report supervisor(s) who will submit verification documentation. Provide each supervisor with an OTJ Supervision Verification Form.	Supervisor completes and submits OTJ Supervision Verification Form and supporting documentation directly to the FCB.
Content Specific Training	Complete Training Verification Form and collect copies. The applicant provides all content specific training materials directly to the FCB.	No documentation required from a non-applicant source.
Recommendation for Certification	On application, report individuals who will submit a Recommendation for Certification. Provide each individual with a Recommendation for Certification Form.	Individual providing the recommendation completes and submits the Recommendation for Certification Form directly to the FCB.

All forms must be filled out electronically – handwritten forms will be denied.

All forms and supporting documentation must be submitted to the FCB by the individual signing off on the form/submitting supporting documentation. Forms and documents provided by the applicant will be denied.

All hard copy documents and fee payments may be made to the FCB via mail, email or fax.

US Mail: FCB ♦ 1715 South Gadsden Street ♦ Tallahassee, Florida, 32301

Email: Applicants are assigned a Certification Specialist when their application has been received at the FCB. Please ask the applicant for their certification specialist’s name and email address. In the absence of a specified person, FCB accepts email at admin_assist@flcertificationboard.org

FAX: 850-222-6247

Fee Payment: The preferred method of fee payment is online, using your secure certification account. You can make payments and receive immediate electronic invoices when using the online payment system. Credit card payments made over the phone and check/money order payments will incur a \$5 manual processing fee. Fees are non-refundable and non-transferable. **DO NOT MAKE A FEE PAYMENT UNLESS YOU ARE SURE YOU ARE READY TO MOVE FORWARD.**

UPDATING THE APPLICATION/ADDING FILES

Once you submit your electronic application, you are “locked out” of it and cannot make any changes or upload additional documents. If this needs to happen, please work directly with your assigned certification specialist, who will update your application as necessary.

CERTIFICATION PROCESS CHECKLIST

By submitting the CRRA application, you are stating/agreeing that you, the applicant, have read all the required policy and procedures covered in the following documents:

- Candidate Guide: Application Process
- Credential Specific Standards Table
- Code of Ethical and Professional Conduct and Disciplinary Procedures

FCB System Registration and Application

- Online account created
- Online application submitted
 - Identify current or prior licenses/certifications
 - Identify highest level of education completed and degree granting institution.
 - Save copy of HSD/GED and provide to your assigned certification specialist when requested.
 - Upload the Training Verification Form and supporting documents.
 - Identify individuals who will submit Recommendation for Certification Forms. Download and distribute the required form to each individual for completion & submission.
 - Identify individuals who will submit On-The-Job Supervision Form. Download and distribute the required form to each individual for completion & submission.
 - Identify individuals who will submit Related Work Experience Form. Download and distribute the required form to each individual for completion & submission.
- Fee payment made

TRAINING TOPICS BY DOMAIN

DOMAIN	TOPICS
Recovery Residence Operations and Administration (20 hours)	<ul style="list-style-type: none"> • Federal and state fair housing laws • Local and state codes and regulations, • NARR Quality Standards for Recovery Residences • Criminal background screening procedures • Reimbursable services/payer types • Basic accounting or bookkeeping • Business skills • Writing policies and procedures • Risk management • General record keeping and documentation • Naloxone use • Ethical business practices
Maintaining the Physical Residence (20 hours)	<ul style="list-style-type: none"> • FARR facility certification requirements • Crisis prevention and intervention • Verbal de-escalation/Aggression Control (a subset of crisis prevention and intervention) • Suicide prevention • Fire and safety procedures/regulations • CPR/First Aid • Naloxone use (advanced training) • Disaster planning • Responding to emergency and disaster situations • Universal infection control • Food handling • Group process • Mentoring • Leadership • Recognizing and responding to safety risks • Customer service (for better responsiveness to neighbors) • Understanding and identifying licit and illicit drugs • Prescription medication policies and security techniques • Drug and alcohol testing policies and methods
Resident Screening and Admission (10 hours)	<ul style="list-style-type: none"> • Client rights • Behavioral-health screening tools • Medication management • Signs and symptoms of intoxication & withdrawal • Client rights/confidentiality laws and regulations • Interviewing techniques • Health indicators • Understanding levels of care and best “fit” for residents and peer community

DOMAIN	TOPICS
Resident Recovery Support (30 hours)	<ul style="list-style-type: none"> • Understanding addiction • Co-occurring disorders • Building rapport • Group process and facilitation • Principles of recovery • Recovery management • Recovery capital • Developing recovery goals and plans • Client-centered principles and practices • Wellness strategies • Lapse/relapse prevention • Motivational Enhancement/Motivational Interviewing • Resource linkage/making referrals • Collaboration methods • Practical living skills • Social development • Use of self-help groups and other recovery support services • Use of natural support systems • Oral communication skills/public speaking • Advocacy skills • Training for trainers • Medication-assisted treatments
Legal, Professional and Ethical Responsibilities (20 hours)	<ul style="list-style-type: none"> • Federal, State & other governing laws and regulations • Ethics and professional conduct • Resident/client rights • Cultural competence: personal & organizational • Boundary issues • Confidentiality • Documentation • Networking and public relations • Marketing/ethical marketing practices • Emotional and social intelligence • Using consultation •