

# Certified Recovery Support Practitioner (CRSP) Application Checklist

Congratulations on your decision to pursue the Certified Recovery Support Practitioner (CRSP) credential! To ensure a smooth application process, please use this checklist to gather all required documents and information. All documents should be saved electronically and ready to upload to the Certemy platform.

## Education and Training

- Copy of High School Diploma or GED
- Core Training Certificate
- 18-Hour WRAP Workshop Certificate

## Employment Information

- Official job description** on agency letterhead containing your name and the date, should be signed by your supervisor and the program director (for each job you are using to meet the 500-hour requirement).
- Official program description** signed by the program director. If there is no official program flyer or brochure, a narrative program description on agency letterhead is acceptable (for each job you are using to meet the 500-hour requirement).

## Contact Information

**IMPORTANT:** Notify your supervisor(s) and colleague in advance that they will receive an automated email from Certemy related to your application. It's crucial that they respond promptly to avoid any issues with your application.

- Supervisor Information:** first and last name, email address (for each job you are using to meet the 500-hour requirement).
- Colleague Information:** first and last name, email address.

Please contact us with any questions at [Consumerconnections@mhanj.org](mailto:Consumerconnections@mhanj.org)