

Certified Recovery Support Practitioner (CRSP) Supervisor Checklist

Congratulations on supporting your employee's pursuit of the Certified Recovery Support Practitioner (CRSP) credential, a significant recognition in the field of mental health peer support in New Jersey. As a supervisor, your role is crucial in assisting your employee through the application process. Below is a checklist to guide you in providing the necessary information for your employee's CRSP credential application.

Employee's Eligibility Criteria

- Completion of the Consumer Connections Core Training
- Completion of an 18-hour WRAP (Wellness Recovery Action Plan) workshop
- Accumulation of at least 500 hours of direct service work in a mental health or co-occurring peer position

Supervisor's Checklist

- Official job description** on agency letterhead containing the employee's name and the date, should be signed by the employee's supervisor and the program director.
- 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.
- Certemy Credentialing Platform:** Supervisors must fill out three (3) forms that will be sent directly from Certemy. Be sure to keep an eye on your inbox for Certemy emails, and check your spam/junk folders regularly. Failure to complete these forms on time may require the employee to reach out to the certification board and reset their online application.
 - Work Hours Verification:** Fill in the total number of hours the employee has worked in their current position. Applicants may claim multiple jobs to meet the 500 hour requirement. Include all information requested and submit the form.
 - Supervised Practical Training Verification:** To meet the 10-hour requirement for each topic area, fill in the total number of hours the employee has been

exposed to each listed topic. It's worth noting that the employee does not have to perform the tasks or be directly supervised for each topic area; mere exposure is sufficient (Please see the Supervised Practical Training Guide for more information). Include all information requested and submit the form.

- Supervisor Evaluation Form:** This form is simply verifying that you believe the person should be credentialed. Include all information requested and submit the form.

Please contact us with any questions at Consumerconnections@mhanj.org