



# CRSS APPLICATION

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## Certified Recovery Specialist Supervisor

### APPLICATION INSTRUCTIONS – READ CAREFULLY

Prior to applying, all requirements must be met and documented. **Do not apply until all requirements are met. This credential is for supervisors of recovery specialists and/or family recovery specialists.**

**There are two pathways to this credential – one for current CRSs/CFRSs and one for those without one of these credentials.**

#### TO SUBMIT AN APPLICATION, CHOOSE ONE OF THE FOLLOWING:

1. **Mail:** PCB, 298 S. Progress Avenue, Harrisburg, PA 17109
2. **Email:** [info@pacertboard.org](mailto:info@pacertboard.org) *NOTE: Only PDFs are permitted. Photos of applications are not accepted.*
3. **Fax:** 717-540-4458 *NOTE: faxing is an unreliable technology. Receiving a confirmation of fax does not indicate it has been received. To confirm receipt of application, email [info@pacertboard.org](mailto:info@pacertboard.org).*

#### REVIEW & APPROVAL PROCESS

1. Application submitted to PCB. To confirm receipt of application, email PCB at the above email address.
2. Staff reviews application. Allow up to 10 business days for review and processing.
3. Applicant will be emailed if there is any documentation missing or there are questions regarding an application. Applications with pending problems will be held open for one year from date of receipt after which they will be closed.
4. An application is considered approved when applicant receives an email from PCB to register for the examination for applicants who are not CRSs or CFRSs. Follow all instructions to register for the examination provided in the email.
5. If you have not heard from PCB regarding your application or received an email from PCB to register for the examination after 10 business days, email [info@pacertboard.org](mailto:info@pacertboard.org).
6. Once you pass the examination, you are certified.
7. A certificate will be mailed to you within 10 business days.

REQUIREMENT	CRS/CFRS	NON-CRS/CFRS
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 years of documented work experience providing recovery support services as a CRS/CFRS.</li> <li>• 1 year of direct supervision of Recovery Specialists/Family Recovery Specialists.</li> <li>• Applicant must hold a current and valid CRS or CFRS.</li> <li>• Job/volunteer description required.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years of documented work and/or volunteer experience in a related/relevant field that has a focus on recovery culture.</li> <li>• 1 year of direct supervision of Recovery Specialists/Family Recovery Specialists.</li> <li>• Job/volunteer description required.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• 25 hours in the CRSS domains. *</li> <li>• May be provided within an organization or by another professional (no formal degree or credential requirement for the supervisor).</li> <li>• Face-to-face and online acceptable.</li> <li>• Supervision can be individual or group.</li> <li>• Supervision can be formal or informal.</li> <li>• All supervision must be documented</li> </ul>	<ul style="list-style-type: none"> <li>• 25 hours in the CRSS domains. *</li> <li>• May be provided within an organization or by another professional (no formal degree or credential requirement for the supervisor).</li> <li>• Face-to-face and online acceptable.</li> <li>• Supervision can be individual or group.</li> <li>• Supervision can be formal or informal.</li> <li>• All supervision must be documented</li> </ul>
<b>Formal Education</b>	<ul style="list-style-type: none"> <li>• High School Diploma/GED.</li> </ul>	<ul style="list-style-type: none"> <li>• High School Diploma/GED.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• 30 hours in the CRSS domains. *</li> </ul>	<ul style="list-style-type: none"> <li>• Must successfully complete the 78-hour Recovery Specialist Standardized Curriculum plus 12 hours in the CRSS domains. *</li> </ul>
<b>Recertification</b>	<ul style="list-style-type: none"> <li>• 6 hours specific to the supervision of recovery specialists. These hours may be included in the total (30) hours needed to recertify the CRS/CFRS.</li> </ul>	<ul style="list-style-type: none"> <li>• 30 hours including: <ul style="list-style-type: none"> <li>○ 6 hours specific to the supervision of recovery specialists</li> <li>○ 6 hours in ethics</li> <li>○ 3 hours in confidentiality</li> <li>○ 15 hours relevant to the field</li> </ul> </li> </ul>
<b>Examination</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Pass the examination for Recovery Specialists</li> </ul>
<b>Credential</b>	<ul style="list-style-type: none"> <li>• Must maintain their CRS/CFRS in current and valid status.</li> </ul>	

\***CRSS DOMAINS:** Recovery Specialist Development; Advocacy & System Navigation; Organizational Practices; Ethical Responsibility & Professionalism.

# CERTIFIED RECOVERY SPECIALIST SUPERVISOR REQUIREMENTS

All requirements below must be met to apply. All required documentation must be sent in with an application.

## WORK EXPERIENCE

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### CURRENT CRS/CFRS

**REQUIRED:** Two (2) years of full-time or 4000 hours of part-time work experience providing recovery support services and one (1) year of work experience providing direct supervision to recovery specialists or family recovery specialists.

### NON-CRS/CFRS

**REQUIRED:** Two (2) years of full-time or 4000 hours of part-time work experience in a related/relevant field that has a focus on recovery culture and one (1) year of work experience providing direct supervision to recovery specialists or family recovery specialists.

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Qualifying work experience can be from multiple employers to accumulate the required years/hours. If the applicant's work experience requirement is not fulfilled from their current employer, they must include documentation from previous employer(s) verifying their title, duties and dates employed with their application. Do not submit a resume as proof of previous work experience. Applicant must contact previous employers and request detailed documentation of their employment from them.

The applicant must be currently employed in a position where they are providing direct supervision to recovery specialists and/or family recovery specialists at the time of application. All work experience must have occurred within the last seven (7) years. Time spent participating in or facilitating mutual support groups is not acceptable toward the work experience requirement.

## CURRENT JOB DESCRIPTION

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### ALL APPLICANTS

**REQUIRED:** Copy of current job description, obtained from current employer, and which must be signed by both the applicant and their immediate supervisor.

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All applicants must include a copy of their current job description. This document is provided by your employer and must be signed and dated by the applicant and their immediate supervisor.

Job descriptions determine and verify eligible current work experience. Job description must clearly delineate supervision of recovery specialists or family recovery specialists as a primary function of the position.

If you have held different positions with your current employer, please provide all relevant job descriptions with the application.

In lieu of job description(s), employer may provide an official position description on agency letterhead. This required documentation must include the applicants' dates of employment (to/from) employment status (full-time or part-time), title of position, a detailed description of the duties and responsibilities for the position, and the average number of hours per week the applicant worked.

## SUPERVISION

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### ALL APPLICANTS

**REQUIRED:** 25 hours of supervision in the CRSS domains.

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You must have received at least 25 hours of supervision in the CRSS domains. There are no requirements for the person providing you with your supervision.

Supervision can be formal or informal and provided face-to-face or online.

Supervision can be done on a one-to-one basis or group supervision.

Supervision should be administrative, educative, and supportive.

Supervision is a professional and collaborative activity between a supervisor and a worker in which the supervisor provides guidance and support to the worker to promote competent and ethical delivery of services and supports through the continuing development of the workers application of accepted professional recovery support service knowledge, skills, and values.

## EDUCATION/TRAINING

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### CURRENT CRS/CFRS

**REQUIRED:** 30 hours of education/training specific to the CRSS domains.

### NON-CRS/CFRS

**REQUIRED:** 78 hours of mandatory, standardized recovery specialist training and 12 hours specific to the CRSS domains.

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Education is defined as formal, structured instruction in the form of workshops, trainings, seminars, in-services, college/university credit courses, and online education.

There is no limit to the amount of online education that may be submitted.

Most three-credit college/university courses count as 45 hours. One training CE/CEU counts as one hour.

Out of state education is acceptable.

All education/training must be documented. College courses are documented with an official college transcript. Trainings are documented with copies of training certificates.

Training certificates must have the applicant's name, title of training, date(s) of training, the number of hours being awarded, and the name of training organization. Training certificates submitted without this required information on them will not be accepted.

If a training title on a certificate of attendance does not clearly indicate the education content, attach a copy of the training description.

Training registration forms and/or training sign-in sheets are not acceptable forms of documentation.

Training must be non-repetitive meaning the same training cannot be claimed more than one time even if the training is taken on different dates from different providers.

Official employer training tracking system/learning management system reports may be acceptable forms of documentation for education/training provided that the report contains the name of the employee/applicant, titles of each training, dates of each training, the number of hours of each training, and is signed by the applicant's supervisor.

**For Non-CRS/CFRS:** A list of approved statewide trainers authorized to provide the 78-hour mandatory, standardized recovery specialist training can be found on the PCB website.

- The required mandatory, standardized training is documented with a copy of the completed training certificate.
- The additional 12 hours of education/training specific to the CRSS domains can come from any source.

## FORMAL EDUCATION

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### NON-CRS/CFRS ONLY

**REQUIRED:** Minimum high school diploma/GED.

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Veterans may provide discharge documentation in lieu of a high school diploma/GED.

A copy of the high school transcript or diploma is acceptable or GED verification. If the school is from outside the United States, an equivalency must be done by an organization that specializes in that process. The applicant is responsible for arranging this process and all costs.

It is recommended you obtain documentation approximately three weeks prior to sending in your application. Documentation of high school/GED can be included with your application or can be mailed to PCB or emailed to [info@pacertboard.org](mailto:info@pacertboard.org) by the educational institution prior to application.

College degree documentation can be used in lieu of a high school diploma/GED.

## CERTIFICATION FEE

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### ALL APPLICANTS

**REQUIRED:** \$150.00

(fee must accompany certification application)

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The **fee may be paid** by check, money order or with VISA, MasterCard, Discover or American Express.

If an employer or organization is paying the fee, they must include the applicants name with the payment.

Fee payment information provided on page 9 of this application. E-receipts will be sent if using a credit card for payment. Receipts for check or money order payments must be requested by applicant to PCB.

**Applications received without payment will not be processed.**

One-half of the fee is refundable if application is denied.

## EXAMINATION

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### **NON-CRS/CFRS ONLY**

**REQUIRED:** Once application is approved, applicant must pass the PCB Examination for Certified Recovery Specialist (CRS examination).

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## APPLICATION INFORMATION

### GENERAL INFORMATION

Email addresses provided to PCB must be active accounts that are checked regularly. We will not be able to contact you or register you for the examination without an email address. Please print legibly.

Applicants must either live or work in PA at the time of application.

This certification is a non-reciprocal credential recognized and used only in PA.

### APPEAL PROCESS

The purpose of appeal is to determine if PCB accurately reviewed an application that is denied. A letter requesting an appeal must be sent to PCB within 30 days of the notification of PCB's action. An applicant shall be considered notified three days after the relevant date of mailing. The appeal will be sent to the PCB Executive Committee who will thoroughly review the entire application and materials to determine whether or not applicant should have been denied approval. The applicant will be notified in writing as to the findings of the Executive Committee.

### FELONIES & DISCIPLINARY ACTIONS

While felonies and disciplinary actions from other certification/licensing entities may not prohibit certification, documentation is required to be submitted at the time of application. Certification through PCB does not mean a professional should not disclose this information to potential employers and does not in any way exonerate charges.

### REQUESTS TO CHANGE APPLICATION

Professionals who wish to have their application re-reviewed for another credential PCB offers prior to taking the examination or after an unsuccessful attempt at the examination will incur a \$50 application change/review fee.

### CERTIFICATION TIME PERIOD

Certification encompasses two calendar years beginning on the date the applicant passes the examination. The certificate issued to the professional lists the following information: name of professional, credential name, date of issue, date of expiration and certification number.

### RECERTIFICATION

To maintain the high standards of professional practice and to assure continuing awareness of new knowledge in the field, the Board requires recertification every two years. Professionals should review the Recertification Application for credential specific requirements listed on the Board website well in advance of their expiration date.

# EXAMINATION INFORMATION – FOR NON-CRS/CFRS ONLY

## TYPE OF EXAMINATION

The successful completion of the PCB CRS examination is required. There are two options for taking the examination:

1. attend an *in-person paper and pencil examination* at an approved testing location on pre-determined dates or
2. an *on-demand computer-based online examination*.

The examination consists of 50 multiple-choice questions. Once an application is approved, candidates will receive an email from PCB with instructions for choosing the format to take the examination.

## TIME PERMITTED

One and one-half hours are permitted to complete the examination.

## EXAMINATION CONTENT

The examination is developed from the PCB CRS Job Analysis which identifies domains and tasks for competent practice and the recovery specialist mandatory, standardized training. Domains for the examination are: Recovery Planning & Collaboration; Substance Use Knowledge; Advocacy; Ethical Responsibility & Professionalism; Safety & Self-Care; Communication, Interpersonal & Professional Skills; Cultural Competency.

## CANDIDATE GUIDE

The domains, including the task statements per domain, sample examination questions, and a list of references from the PCB CRS Job Analysis are included in the Candidate Guide. Candidate Guides are available from the PCB website.

## SPECIAL SITUATIONS AND ACCOMMODATIONS

Individuals with disabilities and/or religious obligations that require modifications in examination administration may request specific procedure changes in writing with official documentation to PCB no fewer than 60 days prior to their examination date. Contact PCB on what constitutes official documentation. PCB will coordinate appropriate modifications to the examination process when documentation supports the need.

## CANCELLATION/RESCHEDULING POLICY

Candidates are required to arrive on time for their paper/pencil examination. Candidates who arrive late will not be permitted to take the examination and will be charged a \$75.00 cancellation/rescheduling fee. Candidates who cancel or reschedule their examination less than five days prior to their scheduled date will be charged the full examination fee. Candidates who cancel or reschedule more than five days before their scheduled date will be charged a \$25.00 cancellation/rescheduling fee.

## RETESTING

Candidates who fail the examination can retest after a 30-day wait period from the date of their last examination. Candidates will be sent instructions and fee information. Candidates have three (3) opportunities to retake an examination. If a candidate fails the examination four (4) times, they must submit a study plan to PCB and wait one-year from the date of the final failed examination before they will be permitted to retest again.

# CRSS: APPLICANT INFORMATION

Application can be completed and saved. You may then print the appropriate pages to submit to PCB.

## TYPE OR PRINT LEGIBLY

Today's Date (mm/dd/yyyy): \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
*Print your name as it should appear on your certificate. Credentials and degrees will not be printed.*

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ SSN (last four): \_\_\_\_\_

Have you ever received any disciplinary action from another certification/licensing authority?  Yes  No  
*If yes, provide full details on a separate sheet.*

Have you read and understood the PCB Code of Ethical Conduct for Recovery Specialists?  Yes  No  
*The Code of Ethical Conduct is located at [www.pacertboard.org/ethics](http://www.pacertboard.org/ethics).*

## CONTACT INFORMATION

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_  
**REQUIRED: PRINT LEGIBLY: EMAIL IS OUR PRIMARY WAY OF COMMUNICATING WITH YOU.**

Secondary Email: \_\_\_\_\_

## DEMOGRAPHICS

*Data is never released with identifying information. It is used to report workforce data to state and federal agencies.*

### What is your gender?

- Female
- Male
- Nonbinary
- Prefer to self-describe: \_\_\_\_\_
- Prefer not to disclose

### Do you identify as transgender?

- Yes
- No
- Prefer not to disclose

### How do you describe your sexual orientation or sexual identity?

- Heterosexual or straight
- Gay or lesbian
- Bisexual
- Queer
- Questioning or unsure
- Prefer to self-describe: \_\_\_\_\_
- Prefer not to disclose

### Which best describes you?

- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino
- Native American or Alaska Native
- White or Caucasian
- Multiracial or Biracial (please specify): \_\_\_\_\_
- Not listed (please specify): \_\_\_\_\_
- Prefer not to disclose



**What is your yearly income?**

- Less than \$20,000
- \$20,000 to \$34,999
- \$35,000 to \$49,999
- \$50,000 to \$74,999
- \$75,000 to \$99,999
- Over \$100,000
- Unsure
- Prefer not to disclose

**Do you have military experience?**

- Active duty
- Veteran
- Not Applicable

**Language(s) spoken fluently** (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> Korean                       |
| <input type="checkbox"/> Arabic                 | <input type="checkbox"/> Polish                       |
| <input type="checkbox"/> Chinese                | <input type="checkbox"/> Portuguese                   |
| <input type="checkbox"/> English                | <input type="checkbox"/> Russian                      |
| <input type="checkbox"/> French                 | <input type="checkbox"/> Spanish                      |
| <input type="checkbox"/> German                 | <input type="checkbox"/> Tagalog (Filipino)           |
| <input type="checkbox"/> Indigenous Language    | <input type="checkbox"/> Vietnamese                   |
| <input type="checkbox"/> Italian                | <input type="checkbox"/> Other, please specify: _____ |

**Employment plans for the next two years** (check all that apply):

- Obtain full time employment/Increase hours
- Obtain part-time employment/Decrease hours
- No change
- Retire
- Move to a different career/field
- Unknown

**What is the highest degree or level of school you have completed?**

*(If you're currently in school, please check the highest degree you have completed.)*

- |  |  |
|--|--|
| <input type="checkbox"/> High school degree or equivalent (e.g. GED) | <input type="checkbox"/> Bachelor's degree (e.g. BA, BS)         |
| <input type="checkbox"/> Trade, Technical or Vocational School       | <input type="checkbox"/> Master's degree (e.g. MA, MS, MEd)      |
| <input type="checkbox"/> Some college, no degree                     | <input type="checkbox"/> Professional degree (e.g. MD, DDS, DVM) |
| <input type="checkbox"/> Associate degree (e.g. AA, AS)              | <input type="checkbox"/> Doctorate (e.g. PhD, EdD)               |

**PAYMENT INFORMATION**

**FEE OF \$150 CAN BE PAID USING ONE OF THE FOLLOWING (CHECK ONE):**

- Check    Money Order    VISA    MasterCard    Discover    American Express

*Checks & Money Orders made payable to PCB*

- My employer/organization is mailing payment directly to PCB.

Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sec. Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing address: \_\_\_\_\_  
*(If different than Home Address)*

Email for receipt *(if paying by credit card only)*: \_\_\_\_\_

## CURRENT CRS/CFRS FORMAL EDUCATION AND REQUIRED TRAINING

**FOR CURRENT CRS/CFRS:** I have included copies of certificates for the 30 hours of education/training specific to the CRSS domains.

- Yes
- No
- Not Applicable I do not hold a current CRS/CFRS

## NON-CRS/CFRS FORMAL EDUCATION AND REQUIRED TRAINING

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**REQUIRED:** Minimum high school diploma/GED. Current CRSs/CFRSs disregard this requirement.

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I am documenting my high school diploma/GED.  Yes  No

I am documenting my college degree.  Yes  No

College/University: \_\_\_\_\_

Name on Transcript: \_\_\_\_\_

Date Transcript Requested: \_\_\_\_\_

**Delivery Method:**

- Mailed to PCB
- Emailed to PCB

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**REQUIRED:** 78-hour mandatory, standardized recovery specialist training and 12 hours of training specific to the CRSS domains for non-CRSs/CFRS. 30 hours of education/training specific to the CRSS domains for current CRSs/CFRSs.

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**FOR NON-CRS/CFRS:** I have included a copy of my training certificate for the 78-hour mandatory, standardized recovery specialist training with this application and I have included copies of certificates for the 12 hours of training specific to the CRSS domains.

- Yes
- No
- Not Applicable I am a current CRS/CFRS

## CRSS: WORK EXPERIENCE

### CURRENT CRS/CFRS

**REQUIRED:** Two (2) years of full-time or 4000 hours of part-time work experience providing recovery support services and one (1) year of work experience providing direct supervision to recovery specialists or family recovery specialists.

### NON-CRS/CFRS

**REQUIRED:** Two (2) years of full-time or 4000 hours of part-time work experience in a related/relevant field that has a focus on recovery culture and one (1) year of work experience providing direct supervision to recovery specialists or family recovery specialists.

## CURRENT WORK INFORMATION

Employer Name: \_\_\_\_\_

Employer City: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Position/Title: \_\_\_\_\_

Start Date in Current Position: \_\_\_\_\_

How many hours do you work per week? \_\_\_\_\_

Are you currently employed full-time or part-time? \_\_\_\_\_

I have attached my current supervisor job description, dated and signed by both me and my supervisor.

Yes  No

Do you need to document previous employment to fulfill the experience requirement?  Yes  No

*If yes, complete the section below **AND** submit a letter (on company letterhead) from previous employer(s) verifying your duties and dates employed must be included with your application.*

## PREVIOUS WORK INFORMATION

**(IF APPLICABLE – DO NOT COMPLETE UNLESS NEED TO MEET THE MINIMUM EXPERIENCE REQUIREMENT)**

Employer Name: \_\_\_\_\_

Employer City: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Position/Title: \_\_\_\_\_

Start Date in Current Position: \_\_\_\_\_

How many hours do you work/volunteer per week? \_\_\_\_\_

Were you employed full-time or part-time? \_\_\_\_\_

# CRSS: ON-THE-JOB SUPERVISION

## ALL APPLICANTS

**REQUIRED:** 25 hours of supervision in the CRSS domains.

Information below is to be completed by applicant's current and/or previous supervisor(s).

This page is to document the supervision hours provided to the applicant, not their total work hours.

The total hours of supervision should be 25 hours but could be more depending on the applicants' length of employment or could be less if the applicant was provided supervision from a previous employer.

Applicants may copy this page and provide it to previous supervisors.

Applicant Name: \_\_\_\_\_

## SUPERVISOR INFORMATION

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Licenses, Certifications and/or Degrees: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer City: \_\_\_\_\_ Zip: \_\_\_\_\_

## SUPERVISION DOCUMENTATION

Supervision was provided to the above-named applicant in the following Domains:

DOMAIN	EXACT NUMBER OF HOURS
<input type="checkbox"/> Recovery Specialist Development	_____
<input type="checkbox"/> Advocacy & System Navigation	_____
<input type="checkbox"/> Organizational Practices	_____
<input type="checkbox"/> Ethical Responsibility & Professionalism.	_____
<b>TOTAL NUMBER OF HOURS OF SUPERVISION:</b>	_____

I attest that the above-named applicant has been provided with supervision as documented above.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# CRSS: ACKNOWLEDGEMENTS & RELEASE

*This page must be completed by the applicant. It must be notarized and submitted with the application.*

## RELEASE

I request that the Pennsylvania Certification Board (PCB) grant the credential to me based on the following assurances and documentation:

- I subscribe to and commit myself to professional conduct in keeping with the PCB Code of Ethical Conduct;
- I certify that the information given herein is true and complete to the best of my knowledge and belief. I also authorize any necessary investigation and the release of information relative to my application;
- Falsification of any documents will nullify this application and will result in denial or revocation of certification;
- I consent to the release of information contained in my application and any other pertinent data submitted to or collected by PCB to officers, members, and staff of the aforementioned Board;
- I consent to authorize PCB to gather information from third parties regarding education, employment and/or supervision and understand that such communication shall be treated as confidential;
- Allegations of ethical misconduct reported to PCB before, during, or after application for certification is made will be investigated by PCB and could result in the nullification of the application or denial or revocation of certification.

## INITIAL EACH STATEMENT

\_\_\_\_\_ I have read and understood this Acknowledgements and Release.

\_\_\_\_\_ I either live or work in Pennsylvania at least 51% of the time.

\_\_\_\_\_ I understand one-half of the application fee is refundable if application is denied or cancelled prior to the examination and no refund will be issued if application is denied or cancelled after examination.

\_\_\_\_\_ I understand that my application is open for a period of one year after the date of review. If I fail to fulfill all certification requirements within that year, the application will be closed, and no refund will be issued.

\_\_\_\_\_ I understand that if I request to have my application re-reviewed for another credential PCB offers prior to the examination, or after an unsuccessful attempt at the examination I will incur a \$50 change/review fee.

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME LEGIBLY

## NOTARY PUBLIC ONLY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I attest that I am a notary public and the above-named applicant satisfactorily proved to be the person whose name is subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained. In witness whereof, I hereby set my hand and official seal.

\_\_\_\_\_  
Notary Public Signature **SEAL:**

# CRSS: CHECKLIST

Applicant Name: \_\_\_\_\_

Page must be completed and submitted with the application. Do not submit your application until checklist is reviewed, completed and all documentation is compiled.

Prior to applying, all requirements must be met and documented. Use the table below as a guide for gathering documentation.

**Do not submit any documentation with an application that is not listed on the table or the application unless specifically instructed by a staff member. Do not apply until all requirements are met.**

REQUIREMENT	DOCUMENTATION	✓
Application page with payment	<ul style="list-style-type: none"><li>Page 8 &amp; 9</li></ul>	
Formal Education & Training page	<ul style="list-style-type: none"><li>Page 10</li></ul>	
Education	<ul style="list-style-type: none"><li>High School Diploma/GED/college transcripts or diploma (Non-CRS/CFRS only)</li></ul>	
Training Certificates	<ul style="list-style-type: none"><li>Copies of training certificates</li></ul>	
Relevant Work Experience	<ul style="list-style-type: none"><li>Page 11</li></ul>	
Supervision page	<ul style="list-style-type: none"><li>Page 12</li></ul>	
Notarized Acknowledgement & Release page	<ul style="list-style-type: none"><li>Page 13</li></ul>	
Checklist page	<ul style="list-style-type: none"><li>Page 14</li></ul>	
Disciplinary Actions?	<ul style="list-style-type: none"><li>Include letter of explanation with application</li></ul>	
Convicted of a felony?	<ul style="list-style-type: none"><li>Include letter of explanation with application</li></ul>	
Company paying fee?	<ul style="list-style-type: none"><li>Include applicant name on payment</li></ul>	
Copy entire application for records		

## TO SUBMIT AN APPLICATION, CHOOSE ONE OF THE FOLLOWING:

- 1. Mail:** PCB, 298 S. Progress Avenue, Harrisburg, PA 17109
- 2. Email:** [info@pacertboard.org](mailto:info@pacertboard.org) *NOTE: Only PDFs are permitted. Photos of applications are not accepted.*
- 3. Fax:** 717-540-4458 *NOTE: faxing is an unreliable technology. Receiving a confirmation of fax does not indicate it has been received. To confirm receipt of application, email [info@pacertboard.org](mailto:info@pacertboard.org).*

**I acknowledge, that to the best of my ability, I have submitted a completed application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_