

# PCB Guide for Certification

CAAP, CRS, CFRS, CIP

***This guide is meant to provide general information that applies to the following certifications:  
CAAP, CRS, CFRS and CIP.***

***Applicants must review the credential specific application for standards, fees, forms and Code  
of Ethics.***

## **DIRECTIONS/CHECKLIST**

- Official transcript required sent directly from college/university to the PCB Office or a copy of your High School Diploma/GED. It is recommended you request transcripts approximately three weeks prior to sending in your application.
- Copies of certificates of attendance for trainings.
- Current job description signed and dated by applicant and supervisor. This document is provided by your employer.
- Previous relevant employment documentation (if needed). Acceptable documentation includes a letter (on company letterhead) from previous employer(s) verifying your duties and dates employed.
- Sign, date and notarize the Application Acknowledgment.
- If you have ever received any disciplinary action from another certification or licensing authority, please include a letter of explanation with your application.
- If you have ever been convicted of a felony, please include a letter of explanation with your application.
- Application fee may be paid by check/money order (payable to PCB) or with VISA, MasterCard or Discover. One-half of fee is refundable if application is denied or cancelled prior to the exam – no refund if application is denied or cancelled after exam. If an employer or organization is covering the cost of your application fee, they must include the applicants name with the payment. Failure to include the applicants name will result in delay in approval of the application.

When the application is approved, you will be notified about scheduling the exam (if applicable). If there are any problems with the application, you will be notified by email. Applications are open for a period of one year after the date of review. If an applicant fails to fulfill all certification requirements within that year, the application will be closed and no refund will be issued.

*Keep a photocopy of the entire application.*

***Applicants can email, mail or fax completed application, copies of certificates of attendance, attachments, and fee to:***

PCB  
298 S. Progress Avenue  
Harrisburg, PA 17109  
Phone: (717) 540-4455 Fax: (717) 540-4458  
Website: [www.pacertboard.org](http://www.pacertboard.org) Email: [info@pacertboard.org](mailto:info@pacertboard.org)

***Please allow 5-10 business days for review and processing of your application.***

**To confirm receipt of your application, or check on the status you must email [info@pacertboard.org](mailto:info@pacertboard.org).**

## CERTIFICATION TIME PERIOD

PCB certification encompasses two calendar years commencing on the date of successful completion of all requirements. Two dates, date of issue and valid through, will appear on the certificate along with a certification number.

## APPEAL PROCESS

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

## EDUCATION INFORMATION

- Three relevant college credits are equivalent to 45 hours.
- Education is defined as formal, structured instruction in the form of workshops, seminars, institutes, in-services, college/university credit courses and PCB approved distance education.
- Education must be specifically related to the tasks within the domains.
- Education in CPR/First Aid and computer learning will be acceptable for a maximum of six hours each.
- Education, as defined above, applicant provides to others may also be used providing it is verified in writing by sponsoring school or agency.
- There is no time limit on the use of education for initial certification.

## EXAMINATION INFORMATION

**Type:** The successful completion of an exam is required. Examination length and type depends on the certification you are applying for:

- *CAAP & CRS Exams:* paper and pencil exam. One hour and fifteen minutes are permitted to complete the 50 question, multiple choice exam. Candidates will be notified by PCB, once application for certification is approved, on how to register for the exam.

**Content:** The Job Analyses identify domains which make up the questions in the exam. Within each domain are several identified tasks that provide the basis for questions in the exam.

**Candidate Guide:** The domains, including the task statements per domain, sample exam questions, and a list of references are included in the free Candidate Guide. Candidate Guides are available from the PCB website.

**Locations:** Exams are offered throughout the year. Once the application is approved, candidates will be sent a list of testing dates. Candidates will receive information from PCB on registering for the exam once application for certification is approved.

**Special Situations:** Individuals with disabilities and/or religious obligations that require modifications in exam administration may request specific procedure changes, in writing, to PCB no fewer than 60 days prior to the scheduled exam date. With the written request, candidate must provide official documentation of the disability or religious issue. Contact PCB on what constitutes official documentation. PCB will make arrangements for appropriate modifications to its procedures when documentation supports this need.

**Cancellation/Rescheduling Policy:** Candidates are required to arrive on time for their exam. Candidates for the CAAP or CRS who arrive late will not be permitted to test and will be charged a \$50.00 cancellation/rescheduling fee. Candidates who cancel or reschedule their exam less than five days prior to their scheduled date will be charged the full testing fee. Candidates who cancel or reschedule more than five days before their scheduled date will be charged a \$25.00 cancellation/rescheduling fee.

**Retest:** Candidates failing the exam can retest after a 60 day wait period from date of last taking the exam. Candidates will be sent retest instructions and fee information from PCB.

## **RECERTIFICATION**

To maintain the high standards of professional practice and to assure continuing awareness of new knowledge in the field, PCB requires recertification every two years. Please review the Recertification Application for credential specific requirements.

## **JOB DESCRIPTION**

Candidates seeking the CAAP and CIP must include their current job description with their application. This document is provided by your employer and must be signed and dated by you and your supervisor. If your supervisor does not have your job description, you should contact your agency's Human Resource department. PCB does not provide the job description.

## **FELONY & DISCIPLINARY ACTIONS**

While felonies and disciplinary actions from other certification/licensing entities may not prohibit certification through PCB, 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 testing, or after an unsuccessful attempt at the exam will incur a \$50 application change/review fee.