

**Certified Recovery Peer Advocate  
Application for Certification**

This form is to be completed in its entirety by the applicant.

Partial, incomplete or illegible applications will be returned to the applicant. All statements provided on this application are subject to verification. False statements, omissions, alterations to the application, failure to supply requested information and/or failure to agree to follow New York Certification Association (NYCA) policies and procedures may be grounds to disqualify an applicant from certification.

**Section 1: Contact and Demographic Information.** Please provide all requested information. Enter None or N/A as appropriate.

**Last Name**

**First Name**

**Middle/Maiden Name**

**Date of Birth**

**Social Security Number**

**Primary Email Address**

**Home Phone**

**Cell Phone**

**Home Address Line 1**

**Home Address Line 2**

**City**

**State**

**Zip code**

**County**

**Current Employer**

**Current Position Title**

**Employer's Webpage Address**

**Business Phone**

**Work Address Line 1**

**Work Address Line 2**

**City**

**State**

**Zip code**

**County**

Although the following information is not mandatory, it is requested to assist the NYCA in its commitment to equal certification opportunity and affirmative action. It is unlawful for an organization to fail to certify or refuse certification to any individual because of race, color, religion, national origin, marital status or handicap.

I prefer NOT to provide the NYCA with my voluntary demographic information.

**Race:**  Black  White  Native American/Alaskan Native  Asian/Pacific Islander  Multi-racial

**Ethnicity:**  Hispanic/Latino  Non-Hispanic/Latino **Gender:**  Female  Male



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**Section 3 Continued: Work History.** Please list your employment history for the last five (5) years. Report employment dates in the following format: May 2009 – Aug 2011. Add additional pages if necessary.

**Employer:** \_\_\_\_\_

**Type of Position (select all that apply):**     Full-time     Part-time     Paid     Volunteer

**Employer Webpage Address:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Employment Dates:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_

**Describe Duties:**

**Section 4: Recommendations.** You are required to have two (2) letters of recommendation as part of your NYCA application file: one letter must be a professional recommendation and one must be a personal/character reference. Please carefully read the Candidate Guide for Application for full requirements.

A specific form is used for this – the Recommendation for Certification Form. These are to be completed by persons (non-relatives only) who have direct professional knowledge of your work, skills and character. It is expected that you have given the Recommendation for Certification Form to specific people who will complete the form and submit it to the NYCA via mail, email or fax. For tracking purposes, it is important that we have the names of the persons who will be submitting the forms in support of your application for certification.

Please list your anticipated references below. Should a reference change, please contact the NYCA to update your application file.

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

**Type**     Professional Recommendation     Personal/Character Recommendation

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

**Type**     Professional Recommendation     Personal/Character Recommendation

**Section 5: Background History Part A.**

As a condition of my candidacy for certification with the New York Certification Association (NYCA), I understand that the NYCA will conduct a criminal background check. I understand that once certified I may be selected for random audit to assure compliance with the NYCA Code of Ethics.

Yes     No

By checking the affirmative box below, I authorize the NYCA and/or any other company authorized by the NYCA to access such information as may be necessary to conduct a criminal background check.

Yes     No

I release from liability all persons and entities supplying such information. I indemnify the New York Certification Association and/or any other company authorized by the NYCA against any liability which may result from making such requests.

Yes     No



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**Section 8: Assurance and Release.**

I give my permission to the New York Certification Association (NYCA) and its staff to investigate my background as it relates to statements contained in this application. I understand that intentionally false or misleading statements or intentional omission shall result in the denial or revocation of certification. I consent to the release of information contained in my application, certification record, or other pertinent data submitted to or collected by the NYCA to officers, staff, and members of the Board of Directors and its Advisory Boards, Councils and review committees.

I further agree to hold the NYCA, its board members, employees and examiners free from any civil liability for damages for complaints by reason for any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations and/or failure of the NYCA to issue certification.

I hereby affirm that the information provided for this application is correct and that I believe that I am qualified for the level of certification for which I am applying.

I acknowledge.     I do not acknowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Important Information:**

1. Apply On-Line (link to on-line application will be live on NYCA website {[www.nycertification.org](http://www.nycertification.org)} starting March 1, 2014) **OR** mail your completed form to the New York Certification Association:

New York Certification Association  
Attn: Certification Operations  
1732 First Avenue  
#22875  
New York, NY 10128

2. You must provide the NYCA with a copy of your High School Diploma or General Equivalency Degree. If you have attended vocational school, college or university or other post-secondary school, you may attach a copy of your transcript to meet the High School Diploma/General Equivalency Degree documentation requirements. Your application will not be approved without a copy of your HSD/GED or post-secondary education transcript on file with the NYCA.