

## Illinois CRSS Certification Process

### WHAT IS A CRSS?

- ☐ A Certified Recovery Support Specialist is an individual with personal, lived experience with mental health or co-occurring mental health and substance use recovery.
- ☐ CRSS professionals have completed state requirements in order to provide compassionate, supportive services to others in recovery
- ☐ CRSS professionals are considered Mental Health Professionals and are recognized by Rule 132 & 140 in the State of Illinois to bill Medicaid for services.

### WHERE TO START

- ☐ Visit the [Illinois Credentialing Board](#) to download the [CRSS Model](#). This is a comprehensive guide to Illinois requirements for becoming certified.

### HOW MUCH DOES IT COST?

- ☐ CPRS Application Fee \$ 85.00
- ☐ Examination \$125.00
- ☐ Annual Certification Fee \$ 70.00

### WORK EXPERIENCE

- ☐ 2,000 hours: Paid or volunteered, within the last 4 years
- ☐ at least 51% of duties must involve providing direct services
- ☐ Services can be provided to individuals or groups

### SUPERVISION

- ☐ 100 hours of documented supervision provided by an individual knowledgeable in Performance Domains
- ☐ Direct/indirect observation with time spent discussing work performance and/or topics relevant to job duties

### TRAINING/EDUCATION

- ☐ Must have high school diploma or GED
- ☐ 100 clock hours of training in specified domains:
- ☐ 40 hours CRSS specific
- ☐ 6 hours Professional Ethics & Responsibility
- ☐ 54 hours Core Functions
- ☐ Complete Education Forms (Page 8 of application) for EACH training you attend.
- ☐ Save Certificates of Education (CEUs)

### NOW WHAT?

- ☐ Visit the [Illinois Credentialing Board](#) to download the [CRSS Application](#).
- ☐ Complete the application in its entirety. Incomplete applications will be returned.
- ☐ Have your supervisor sign pages 4 & 7.
- ☐ Sign pages 4, 6, 9, and 10.
- ☐ Read and understand pages 11-13 (CRSS Code of Ethics)
- ☐ Page 14 requires a Notary signature. ***Do not sign this page until you are with the Notary!***
- ☐ Mail your completed application, education forms, CEUs, and payment to the ICB. They will contact you regarding the status of your application and to schedule your test.

### CERTIFICATION TESTING

- ☐ Once your application is approved, you will be able to schedule your test. Testing sites are limited.
- ☐ Most testing sites charge a Test Proctoring fee. This will be unique to the testing site you choose.
- ☐ Use the [CRSS Study Guide](#) to help prepare for your test.