**CERTIFIED RECOVERY SUPPORT WORKER (CRSW) CREDENTIAL - - INSTRUCTIONS**

After completing the Recovery Coach Academy, Ethics, Suicide Prevention, and HIV/AIDS Prevention you are now considered a trained **Recovery Coach**. To secure a state certification/ credential please review the below additional requirements.

**NH Requirements to become a Certified Recovery Support Worker (CRSW)** Read the NH ALC300 Laws, CRSW info pg 4, section 303, 304, 305 rules, [ALC300Laws for CRSW in NH](https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/alc-300.pdf). The rules changed March 13, 2023, review the below sections:

* 303 eligibility and requirements
* 303.03 is training requirements
* 304 applying for a CRSW
* 306.01 rules application
* 313 rules contains supervision and
* 313.04 additional material to be submitted (page 34)
* 313.05 practical training hours (page 37)
* 313.09 supervision hours application (page 40)

**SUBMITTING THE APPLICATION** - This process can take anywhere from 1-2 months.

1. Before submitting - take the exam.
2. Complete the application for the exam and send it in to the Board with a check for $115.00.
3. In 2-3 weeks you will get an email giving you instructions to select a date and location.  
   When you schedule your exam date and location you can opt to take the practice test for $30.00. This is the only time you have this option.
4. After completing the exam you will be given preliminary results.
5. Submit your application.
6. The board will retrieve your exam results

**NEXT: After completing training and 500 hours coaching and supervision, put together:**

* The completed CRSW application
* Copies of all of your training certificates
* Letter from employer
* Proof of 25 supervision hours from supervisor
* Support letters for criminal records/ arrest restoration and rehabilitation if applicable
* 2x2 passport photo
* Background Check application with a check for $48.25
* Exam fee $110.00 - must be a separate check

**Application Forms**

* [Exam Form & Cover Letter](http://nhrecoverycoachacademy.com/wp-content/uploads/2018/11/ICRCExamFormApplication.pdf)
* [CRSW Initial Application](http://nhrecoverycoachacademy.com/wp-content/uploads/2018/11/CRSWApplicationNov2018.pdf)
* [Criminal Background Check](http://nhrecoverycoachacademy.com/wp-content/uploads/2019/06/criminal-background-request1.pdf)
* [Checklist](http://nhrecoverycoachacademy.com/wp-content/uploads/2016/10/crsw-application-review.pdf)

**BEFORE MAILING THE APPLICATION PACKET:**   
  
1. Download and schedule your appointment for your criminal record check.

2. Call the State to schedule an appointment for fingerprints. You cannot use any other fingerprints or background checks. It MUST be a new background check. To make an appointment call 223-3867.

3. After completing the fingerprints, send in the Background Check form with the check and with your CRSW application.

Have everything ready to be mailed in for when you get the results.   
The state has 30 days after your appointment to request the results from the background check. In 2 weeks, you will receive an email to schedule a test date and location site.

**Supervision Rules and CRSW Code of Ethics**

[ALC 400-500- Rules Adopted July, 2018](https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/alc-400-500.pdf)

The [Four Domains](http://new.nhrecoverycoacademy.com.zapzillavaricoseveincream.com/wp-content/uploads/2016/10/4-Peer-Domains-and-Tasks.pdf)

[CRSW Exam Study Guide](http://new.nhrecoverycoacademy.com.zapzillavaricoseveincream.com/wp-content/uploads/2016/10/Peer_Study_Guide.pdf)

[Candidate Guide for IC & RC Exam](http://www.internationalcredentialing.org/resources/Candidate%20Guides/PR_Candidate_Guide.pdf)

Practice exams are available for this [exam](http://www.internationalcredentialing.org/examprep)

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