



PRSS-I Certemy Instructions Guide

1. If you do not currently have a Certemy account, create one after clicking on PRSS-I application directly from NCB PRSS website. Use a personal email address (not work email) so you will always have access to your email and Certemy account. If you already have an account, log into your current account after clicking on PRSS-S application directly from NCB PRSS-I website.
2. Complete the 7 steps within Certemy. The circles will be red, once you submit the required content, they will turn green. After NCB approves the step, it will be green with a checkmark. The NCB has 10 business days to verify each step. If a step is rejected, Certemy will alert you as why it was rejected and what needs to be done to resolve the issue.
 - a. **Step 1 Personal Information:** including how you identify with recovery.
 - b. **Step 2 Demographics:** This will give NCB information about who Nevada's workforce is and what areas of the state we are reaching and will better equip the state to respond to grant opportunities, recruitment, and training needs.
 - c. **Step 3 Formal Education:** Upload HS diploma or equivalent (including GED or HiSET) or college degree.
 - d. **Step 4 Required Training:** Upload your certification of completion of your PRSS training.
 - e. **Step 5 Code of Ethics:** Review and sign the Code of Ethics, using the mouse/keypad with your computer.
 - f. **Step 6 Application Fee:** Pay the \$35 application fee. This can be done by:
 - i. using a credit card, within Certemy
 - ii. selecting 3rd party payment if someone else is paying on your behalf. Make sure to fill out the name of the agency, person responsible for payment, and their email address.
 - iii. paying via check made out to the "Nevada Certification Board" with your name and PRSS-I fee in the memo line and mailed to PO Box 13122, Reno, NV 89507.
 - g. **Step 7 Final Review:** Send for final review after all the previous steps have been completed. Once the NCB has verified your completion, your PRSS-I Certificate will be uploaded in the "Digital Wallet" tab in Certemy for your access.
3. Once the PRSS-I application has been completed, you may begin your required 500 work experience hours. You cannot be compensated for PRSS work until you have been approved as an intern. After completing the PRSS-I application, the PRSS application will be available in Certemy by self-enrollment.

- a. **Step 1 Update Personal Information:** You will be asked to complete the Personal Information section to capture any potential changes.
- b. **Step 2 Experience:** Invite a certified PRSS-S to approve 475 work experience hours. Multiple Supervisors can be invited. Scroll down to the bottom of the pop-up window and click “Invite Supervisor” and scroll back up to fill out their contact information. Finally, scroll back down and click “Send Invitation”. You will not have access to complete the information yourself.
- c. **Step 3 Supervised Experience:** Invite a certified PRSS-S to approve 25 supervised work experience hours. Multiple Supervisors can be invited. Scroll down to the bottom of the pop-up window and click “Invite Supervisor” and scroll back up to fill out their contact information. Finally, scroll back down and click “Send Invitation”. You will not have access to complete the information yourself.
- d. **Step 4 Code of Ethics:** Review and sign the Code of Ethics, using the mouse/keypad with your computer. This is the same Code of Ethics as previously signed.
- e. **Step 5 Certification Fee:** Pay the \$165 certification fee. Once the fee is paid, you will receive an email from SMT Testing so schedule your exam and will be provided an IC&RC candidate guide and PRSS study guide. This can be done by:
 - i. using a credit card, within Certemy
 - ii. selecting 3rd party payment if someone else is paying on your behalf. Make sure to fill out the name of the agency, person responsible for payment, and their email address.
 - iii. paying via check made out to the “Nevada Certification Board” with your name and PRSS-I fee in the memo line and mail to PO Box 13122, Reno, NV 89507.
- f. **Step 6 Proof of Passing the Test:** After passing the test, fill out this section.
- g. **Step 7 Final Review:** Send for final review after all the previous steps have been completed. Once the NCB has verified your completion, your PRSS Certification will be uploaded in the “Digital Wallet” tab in Certemy for your access.

If you have any questions or run into issues, please contact Jordan Baez at jbaez@casat.org.