

# BECOMING CERTIFIED

The step-by-step process to becoming  
a certified NYSARR operator



# Top Five Reasons to Become Certified

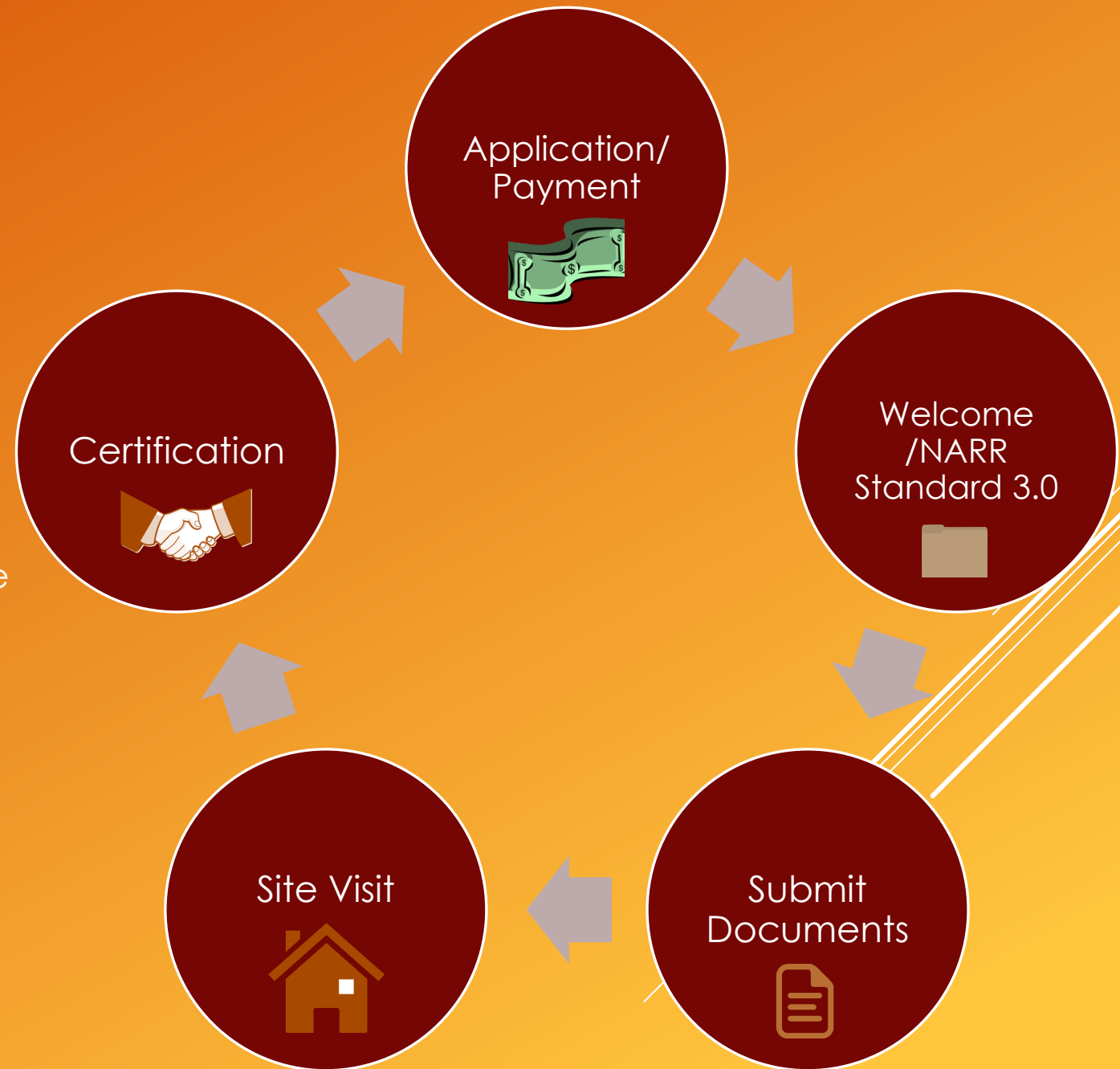
1. Operational legitimacy
2. National recognition of meeting NARR Standard 3.0
3. Listed as a certified operator & can use NYSARR/NARR logos
4. Government funding opportunities
5. Higher sobriety percentages and better scientifically-proven outcomes based on the social model



The Social Model:  
Emphasizes  
learning through “doing”,  
“experiencing”, and  
providing positive role models

## Certification Process

1. **Application/Payment**: Create a Certemy profile, complete application and submit payment
2. **Welcome/NARR Standard 3.0**: After app and payment are received and approved, your welcome letter, NARR Standard 3.0 checklist and housing level form is available
3. **Submit Documents**: Required documentation for your level of housing is submitted via your profile and automatically saved as you complete each section
4. **Site Visit**: After all documentation is received and approved by NYSARR staff, a site visit is scheduled
5. **Certification**: Following the site visit your application may: A) be approved, B) conditionally approved, or C) not approved. Upon approval, your profile contains your certificate(s) and acceptance letter



## Application/Payment

On [nysarr.org](http://nysarr.org) click the “Membership” tab then “Application Process”

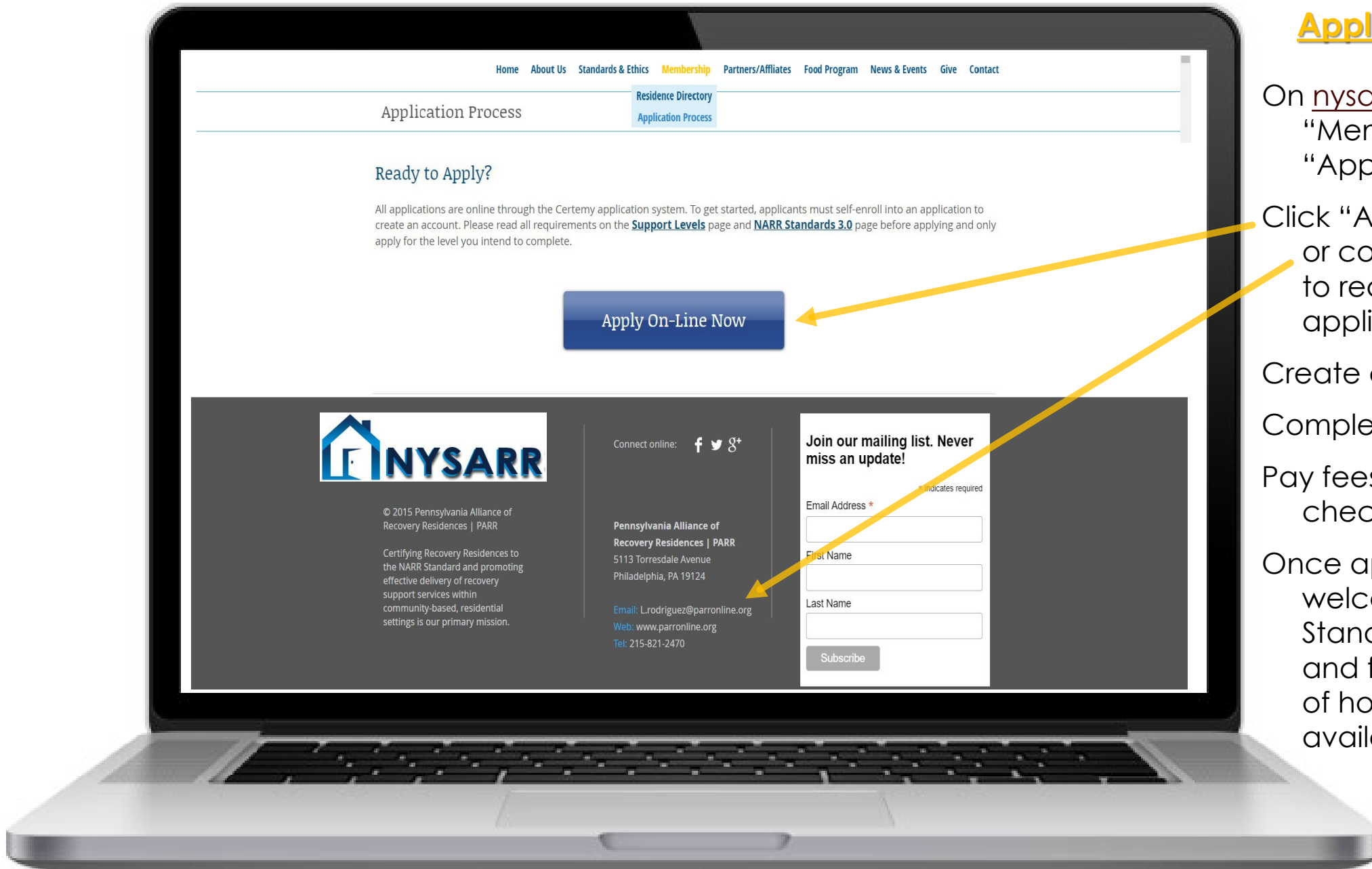
Click “Apply On-Line Now” or contact NYSARR to request a paper application

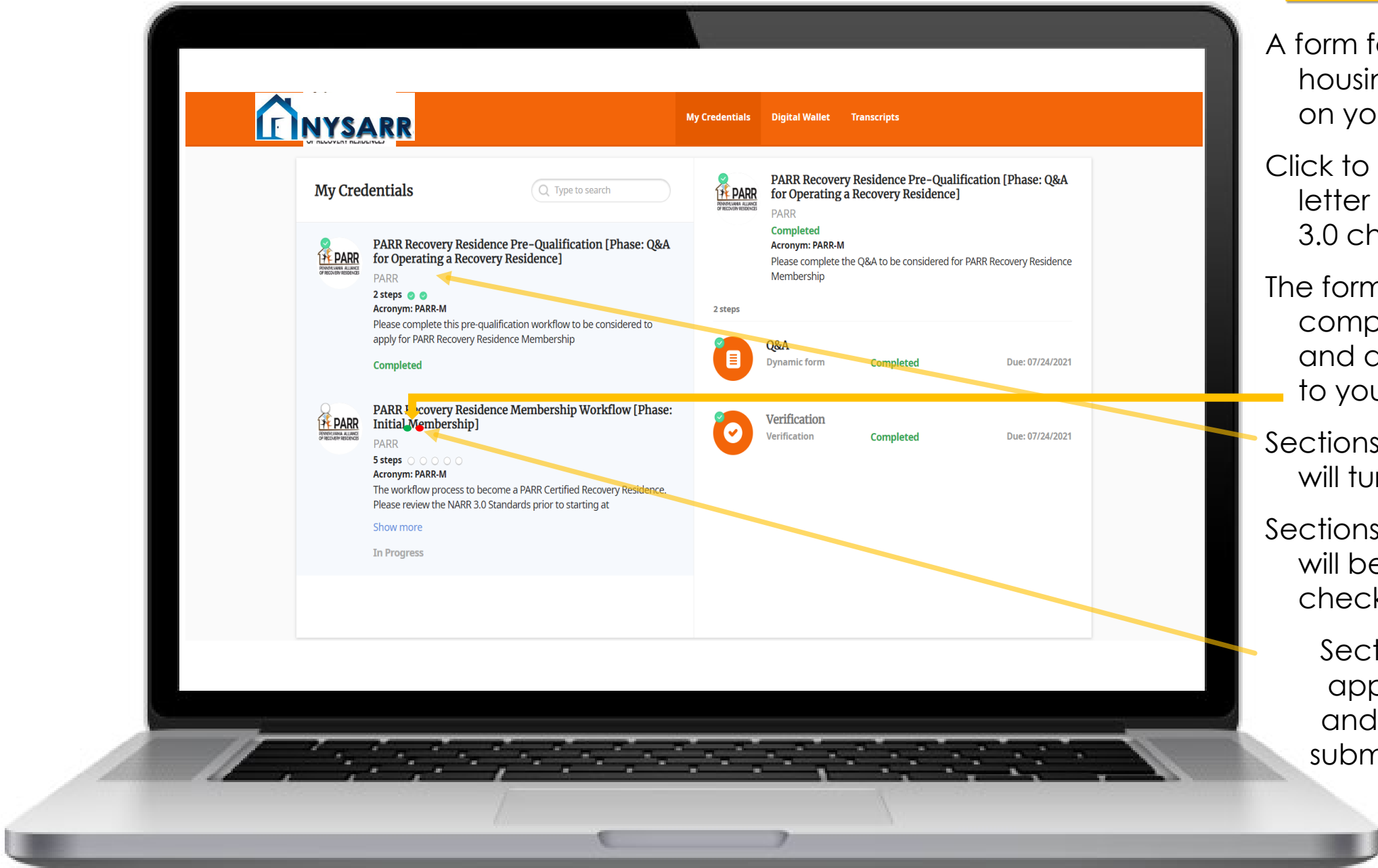
Create a Certemy profile

Complete application

Pay fees online or by check/money order

Once approved, your welcome letter, NARR Standard 3.0 checklist and form(s) for your level of housing will be available on your profile





## Submit Documentation

A form for your level of housing will be available on your profile

Click to view your welcome letter and NARR standard 3.0 checklist

The form may be completed at your leisure and automatically saves to your profile

Sections that are complete will turn green

Sections that are approved will be green with a check mark

Sections that are not approved will turn red and you will be able to submit a new document at that time

## Site Visit 2020

### Site Visit Confirmed Date

2020-06-11

### Site Visit Notes

No Data

### Site Visit Corrections

Site Visit Findings from 06.11.2020  
The following needs to be corrected within 30-days,  
July 11, 2020. If you need longer than 30 days  
you can request an additional 30-days in writing.

### Additional Site Visit (Number of Homes)

2

### Site Visit Confirmed Date

11am

### Site Visit Documentation

Files must be smaller than 30MB and  
have one of the following extensions:  
docx, gif, jpg, jpeg, pdf, png, rtf, txt, xls,  
xlsx, ppt, pptx

### Site Visit Re-Inspection Required

Yes

## Site Visit

Confirmed date and time  
will be listed on your  
profile upon emailed  
agreement along with  
any notes

Site visit corrections will  
become available after  
your site visit has been  
completed and will note  
whether a revisit is  
necessary

If a revisit is required, the  
number of homes will be  
specified

- Section 2 of the NARR Standard 3.0 will be focused on during the site visit
- Site visits are completed once a year or at NYSARR's discretion
- There is a flexible schedule for your first visit, but site visits for renewal will be scheduled on or before the same date as the original
- Annual visits are scheduled within a month of your certification expiration date

**Approved:** Home meets all the NARR Standard 3.0, no health or safety violations and no corrections are needed

**Conditionally Approved:** Home met majority of NARR Standard 3.0 however evidence of making some corrections must be submitted within 30 days

**Not Approved:** Residence fails to meet enough of the NARR Standard 3.0, 30 days are given to make corrections and a revisit is required



# Site Visit

## Site Visit Cont.

### Site Visit Corrections 2020

#### Site Visit Proof of Corrections

Files must be smaller than 30MB and have one of the following extensions: docx, gif, jpg, jpeg, pdf, png, rtf, txt, xls, xlsx, ppt, pptx

Drag&Drop files here  
or  
[Browse Files](#)

#### Operator Notes on Corrections 11am

### Certification Completion 2020

#### Certificates

Files must be smaller than 30MB and have one of the following extensions: docx, gif, jpg, jpeg, pdf, png, rtf, txt, xls, xlsx, ppt, pptx

Drag&Drop files here  
or  
[Browse Files](#)

#### Acceptance Letter

Files must be smaller than 30MB and have one of the following extensions: docx, gif, jpg, jpeg, pdf, png, rtf, txt, xls, xlsx, ppt, pptx

Drag&Drop files here  
or  
[Browse Files](#)

Once corrections are made, submit the evidence under Site Visit Corrections along with any notes

Upon review and approval of corrections, copies of certificates and acceptance letter will be available on your profile

Please note that the renewal process for the following year automatically appears on your profile but DOES NOT have to be completed until you approach your expiration date

Automatic emails are received as your renewal date approaches



## Certification Renewal

Once certification is approved, the renewal process automatically appears in your Certemy account

Please note that renewal DOES NOT need to be started until you approach your renewal date

Automatic emails are received about your renewal as your renewal date approaches

**In the meantime, please keep your profile as up to date as possible with changes to vacancies, contact information, opening or closing any residences, etc.**



Congratulations!

The following recovery locations have been certified:

- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ is now a certified NYSARR operator. Your program will be posted on the list of certified operators on our website. Feel free to present your certification proudly by adding the NYSARR and NARR Certified Residence logos to your own website. In the unlikely event that your certification is ever revoked, you must immediately remove the logos.



We trust that you will continue to work diligently to hold to our standards to ensure the best possible care for your residents. As a reminder, if any changes are made to your program, NYSARR must be notified within 30 days of change. Be sure to mark your calendar for your annual site visit on \_\_\_\_\_. We will be in contact within 1 month of your certification expiration date to begin re-certification.

- The NYSARR Team

## Certification

Policy/procedure review and site visit is passed

Certificates and acceptance letter will be available on your Certemy profile

Original certificates for each of your certified residences are mailed



# Our Team



**Fred Way**  
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# Questions Comments Concerns

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