



Family Peer Support Worker Re-certification Review Checklist

The re-certification process includes submitting documentation of forty (40) hours of continued education courses and training related to your credential. The CE hours must have been accumulated during your certification period.

- Re-certification Application
 - Current mailing address
 - Current email
 - Current employer address
 - Signature
- 40 CE Hours of Training during your 2 Year Certification Period listed on the Training Summary Form attached to your application for re-certification (title of each training/course; sponsor or NMCBBHP Provider #; date of training; and number of CE hours)

6 (six) CE hours must be in Professional Ethics and Responsibilities; 6 (six) CE hours must be in Cultural Competency; and the remaining hours/training must be related to the performance domains of Family Peer Support Values; Engagement; Skill Building; Teaming; and Coordination, Prioritization and Mobilization of Time and Other Resources. No more than 50% of your CE hours can be from online classes. If you are the Trainer for a related course, you can claim 25% of the approved CEs as your own CEUs.

- Copies of training certificates or transcripts
- Letter of Endorsement from current Supervisor (may be mailed separately)
 - Signed by Supervisor
 - On Agency Letterhead
- Original certificate (a new one will be issued upon re-certification)

NOTE: The application, documents and fee must be mailed 60 (sixty) days prior to the expiration date. Any missing documentation will delay the review process. Please include a letter that explains any missing information and/or how soon this information will be sent.

NOTE: If your certificate is expired, you are non-certified and will be placed on inactive status. You must reinstate your credential within 90 days of certificate expirations. A late fee must be included with re-certification fee when submitting.