

New Mexico Family Peer Support Worker Certification Checklist

	Review Family Peer Support Worker (FPSW) Job Description and Certification Requirements .
	Determine eligibility and complete CFPSW application online . You will receive notification that your application was received.
	If you are screened in you will be scheduled for a 15-20 minute interview with a program coordinator.
	Once approved you will be sent a link to register for training .
	Register for upcoming 40 hour training & sign copyright agreement for training manual.
	Training manual and handouts will be mailed to the address provided.
	Complete pre-test prior to attending Day 1 of training.
	Complete full 40 hour training including post-test and demonstrate readiness to move forward with certification.
	Upon successful completion of training NMSU-COI will send you, via email, a certificate of completion, together with instructions for setting up your user profile in Certemy, the certification tracking system.
	Setup Certemy profile. Upload training certificate.
	Register for exam when ready.
	Take exam within 30 days of registering in Certemy.
	Identify site for 40 hours of exposure to family peer or related family advocacy work. Contact centerofinnovationnm@nmsu.edu for assistance. <i>See below the Family Peer Support eLearning alternative.</i>
	Complete site identification form and get supervisor agreement to provide support. <i>(Note: 40 hours can be split between multiple sites, you must have a form completed for each).</i>
	Complete all 40 exposure hours within 90 days of passing exam , provide verification form link to identified supervisor(s).
	Identified supervisor(s) complete verification form .
	NMSU-COI will send you a letter verifying completion of exposure hour requirement. Upload to Certemy.
	<i>Optionally, enroll in the Family Peer Support eLearning as an alternative to the Work Exposure Requirement.</i>
	Complete Family Peer Support eLearning Modules within 90 days of passing exam.

	Upon successful completion of eLearning Modules, NMSU-COI will send you, via email, a certificate of completion, together with instructions for setting up your user profile in Certemy, the certification tracking system.
	You notify NMCBBHP via email that all requirements are completed. info@nmcbbhp.org
	Certification status will be updated in Certemy system and certificate will be issued.
	<i>Congratulations, you are a Certified Family Peer Support Worker!</i>

All Family Peer Support Worker requirements, resources, training information and links to electronic forms can be found on the Center of Innovation at NMSU website centerofinnovationnm.org