CENTER OF INNOVATION
For Behavioral Health and Wellbeing
A Program of the New Mexico State University Cooperative Extension Service, Extension Family & Consumer Sciences Department

NEW MEXICO FAMILY PEER SUPPORT

New Mexico Family Peer Support Worker Certification Checklist

	Review Family Peer Support Worker (FPSW) Job Description & Certification Requirements.
	Complete CFPSW application online. You will receive a notification that your application has been received.
	When your application is completed, 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 & handouts will be mailed to the address provided in the application.
	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.
	Set up Certemy profile & upload training certificate.
	Register for exam when ready (administered by NMCBBHP).
	Take exam within 90 days of completing the Certification Training.
	Identify site for 40 hours of exposure to family peer or related family advocacy work. Contact spence15@nmsu.edu for assistance.
	***Optional Family Peer Support Resource Hub**: Click here for Family Peer Support Resource Hub request form. Must be completed within 90 days of passing exam. Upon successful completion of eLearning modules, NMSU-COI will send you, via email, a certificate of completion to be uploaded into Certemy.*
	Complete site identification form and get supervisor agreement to provide support. *(Note: 40 hours can be split between multiple sites, you must have a form completed for each).*
	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, once the identified supervisor has confirmed completion. Upload to Certemy.
	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.
	Congratulations, you are a Certified Family Peer Support Worker!

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/family-peer-support/

Children, Youth & Families Department
STATE OF NEW MEXICO

New Mexico Family Peer Support is a program of NM CYFD-BHS.