

**New Mexico Credentialing Board for Behavioral Health Professionals**  
**P.O. Box 66405**  
**Albuquerque, NM 87193**  
**www.nmcbbhp.org**

**Certified Wraparound Facilitator Re-Certification Process and Checklist**

A Wraparound Certification will expire two years from date of issue. The Certified Wraparound Facilitator is responsible to meet the following requirements for re-certification by the expiration of the certification. The following Continuing Education hours are required as part of the overall 40 CEU hours in your credential to re-certify your credential and must have been accumulated during your certification period: See specific hours listed below related to your credential:

- Six (6) hours must be professional ethics and responsibilities in a behavioral health field or in cultural humility;
- Twelve (12) hours of the NM Wraparound CARES training curriculum OR other wraparound specific trainings approved by the CYFD-BHS Wraparound Unit and NMSU Wraparound Designee. These hours must be related to the performance domains of Wraparound Values and Elements; Engagement; Action Planning; Teaming; Safety planning; Coordination, Prioritization and Mobilization of Time and Other Resources.
- Remaining hours must be related to Behavioral Health and Mental Health and such as: SED and SMI diagnosis, Trauma Informed Practices, Child and Adolescent Development, Motivational Interviewing, Nurtured Heart Approach etc. All remaining hours must be approved by NM Wraparound CARES CYFD/BHS Wraparound unit.

***Use this checklist below to complete your re-certification application.  
 Make sure you have included all of the following with your application.***

Check √	In addition to the required CEU's listed above, the CWF adheres to all requirements in the NM Wraparound CARES Model and Implementation Plan. Including, but not limited to: processes, protocols, forms, tools, data collection and fidelity assessment expectation.
	Fill out re-certification application completely and sign. All documents are required 45 days prior to certificate expiration date.
	List all training and educational events on the training summary form which includes listing (each credential has specific hours required; see list of required hours below for your credential): <ul style="list-style-type: none"> <li>• Title of training/course;</li> <li>• Sponsor or NMCBBHP Approved Provider #</li> <li>• Date of training</li> <li>• Number of CE hours.</li> <li>• Include copies of transcripts and continuing education training certificates listed on this form (training certificates must be signed by trainer and state the number of CE hours provided for course).</li> </ul> <p><b>NOTE: No more than 50% of CE hours can be from online course. If you are the trainer for a course, you can claim 25% of the approved CEs as your CEUs for renewal.</b></p>
	During the re-certification period the CWF must also: <ul style="list-style-type: none"> <li>• Facilitate the Wraparound process with a minimum of three families and a minimum of three months each; OR</li> <li>• Maintain their NM Wraparound CARES coaching endorsement if obtained; OR</li> <li>• Be involved in efforts to systematically expand and maintain the practice of the NM Wraparound CARES model in New Mexico. (A written description of these efforts must be submitted to CYFD-BHS Wraparound Unit for approval, no later than 45 days prior to certification expiration date.</li> </ul> <p>CYFD-BHS Wraparound unit and NMSU Wraparound Designee will collaborate with the NMCBBHP to ensure the above re-certification expectation have been met, and required documentation has been submitted and approved. A letter of approval will be sent from the CYFD-BHS Wraparound Director and/or Manager to NMSU and the NMCBBHP.</p>

	Include the completed/signed NM Wraparound CARES CWF Re-certification – Verification Form
	Include the original certificate. A new certificate will be issued to you per your credential.
	Make a copy of all documents for your records. NMCBBHP will not provide you copies of your application packet or original documents.
	<b>EXPIRED CREDENTIAL:</b> When your certificate is expired, you are considered non-certified and your credential will be placed on inactive status. In order to maintain your credential without going through another application process, you must re-instate your credential within 90 days of the certificate expiration date by submitting a complete re-certification packet. A late fee will be required along with re-certification fee when submitting re-certification application for a credential that has expired.

**Visit [www.nmcbbhp.org](http://www.nmcbbhp.org) for requirements on the NM State Credentials page.**  
**If you have any questions related to renewing your credential, please email us at [info@nmcbbhp.org](mailto:info@nmcbbhp.org)**