

# Family Peer Support Worker Certification Checklist

<input type="checkbox"/>	Review Family Peer Support Worker (FPSW) job description and certification requirements. Visit <a href="https://bhs.nmsu.edu/programs/fpsw/">https://bhs.nmsu.edu/programs/fpsw/</a> and download the Program Manual for this information
<input type="checkbox"/>	Determine eligibility. You must meet all listed requirements in order to apply for the FPSW certification
<input type="checkbox"/>	Fill out CFPSW application online. You will receive notification that your application was received
<input type="checkbox"/>	Complete 15-20 minute phone interview with FamiliesASAP. FamiliesASAP will contact you to schedule your interview. You will receive notification by phone if you are eligible to take the CFPSW training
<input type="checkbox"/>	Sign up for 5-day/40-hour training. Upcoming trainings can be found at <a href="https://bhs.nmsu.edu/programs/fpsw">https://bhs.nmsu.edu/programs/fpsw</a>
<input type="checkbox"/>	Attend 5-day training. Complete pre-survey and sign copyright agreement prior to beginning training. Post survey will need to be completed before certificate of completion is issued.
<input type="checkbox"/>	Register to take certification exam. NMSU will provide you with the upcoming test dates
<input type="checkbox"/>	Complete 40 hour work/volunteer hours (all hours must be completed by 90 days after taking the certification exam). Submit work site information at <a href="https://bhs.nmsu.edu/programs/fpsw/work-experience">https://bhs.nmsu.edu/programs/fpsw/work-experience</a>
<input type="checkbox"/>	Supervisor submits verification form confirming 40 hours completed in work/volunteer hours
<input type="checkbox"/>	Take the Certified Family Peer Support Worker Certification test through the New Mexico Credentialing Board for Behavioral Health Professionals. Testing will be held in Albuquerque by the NMCBBHP ( <a href="http://www.nmcbbhp.org">www.nmcbbhp.org</a> )
<i>Certificate will be awarded once the test is passed and the verification form of work/volunteer hours is received</i>	

## Contact information

Southwest Regional Training Center at NMSU

<https://bhs.nmsu.edu/programs/fpsw/>

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