

Family Peer Support Worker Certification Checklist (CFPSW)

Checklist

CONTACT INFORMATION

Department:	CYFD Behavioral Health Services
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CHECKLIST

<input type="checkbox"/>	Review Job Description and Certified Family Peer Support Worker (CFPSW) Flyer for training details	
<input type="checkbox"/>	Fill out CFPSW applications and Inform CYFD Behavioral Health Services which training you are interested in	
<input type="checkbox"/>	Sign Code of Ethics	
<input type="checkbox"/>	Send CFPSW application and signed Code of Ethics	Send via Email/Fax/Mail or Drop-Off
<input type="checkbox"/>	CYFD BHS will notify Applicant that Application has been received	
<input type="checkbox"/>	CYFD BHS will schedule a phone interview	Interview will be 15 to 20 minutes
<input type="checkbox"/>	If applicant qualifies for the CFPSW program applicant will be notified by correspondence	If the applicant does not get placed on the list for the most recent upcoming training, the applicant will be notified and waitlisted for the next appropriate CFPSW training
<input type="checkbox"/>	Applicant will attend the 40 hour CFPSW training that they qualified for	Applicant will need to attend the full 40 hour CFPSW training in order to get certified
<input type="checkbox"/>	Complete 40 Internship hours once CFPSW training is completed	Send Verification Form to mailing address above once Internship hours are completed
<input type="checkbox"/>	Applicant will be contacted by the CYFD Behavioral Health Services office with the upcoming testing dates once the above steps have been completed	
<input type="checkbox"/>	Take the Certified Family Peer Support Worker Certification Test through the New Mexico Credentialing Board for Behavioral Health Professionals, Inc.	Testing will be held in Albuquerque by the NMCBBHP www.nmcbhbp.org
<input type="checkbox"/>	Certificate will be awarded certifying the FPSW once the test is completed and the applicant has passed	

