

### **CPSW Re-Certification Hours and Checklist**

The following Continuing Education hours are required as part of the overall 40 CEU hours in your credential to re-certify your credential: See specific hours listed below related to your credential:

**Certified Peer Support Worker (CPSW)**

- Six (6) hours must be of professional ethics and responsibilities
- Six (6) hours must be in Cultural Competency
- Remaining hours must be related to Peer Support Services; Behavioral Health and/or Social Work.

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

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| Check ✓ | The re-certification process includes submitting documentation of forty (40) hours of continued education courses and training related to your credential. The CE hours must have been accumulated during your certification period. Any missing items will delay the renewal process.   |
|         | Fill out application completely and sign it. CPSW renewal application form is available on <a href="http://www.nmcbhbp.org">www.nmcbhbp.org</a> on NM State Credentials tab, click on ( <b>Renewal Forms</b> )   |
|         | 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 NMCCBBHP 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> |
|         | Include a letter of endorsement for your renewal by your current supervisor. The letter must be signed and on agency letterhead. <ul style="list-style-type: none"> <li>○ If you are unemployed, provide a letter from a colleague or peer who can attest to your work in the field of peer support services, wraparound services or family peer support services.</li> </ul>  |
|         | <b>Include the original CPSW certificate.</b> A new CPSW certificate will be issued to you per your credential.  |
|         | Make a copy of all documents for your records. NMCCBBHP will not provide you copies of your application packet or original documents.  |
|         | The application with documents for renewal can be mailed 60 (sixty) days prior to the expiration date in order to allow time for a timely review. It is best to get the re-certification application, copies of training certificates or letters available submitted before the certificate expires. If there are any missing training certificates or letters include that information and state what is missing and/or how soon this information will be sent. <p><b>The late fee will be required when the CPSW certificate is expired and must be included with the submission of the application and documents</b></p>  |
|         | <b>EXPIRED CREDENTIAL:</b> When your certificate is expired, you are considered non-certified and your credential will be placed on inactive status. This board must receive a completed application with required documentation and be approved within 90 days of certificate expiration date. A late fee must be included with the application certification. (Inactive status means that your credential is no longer valid until it is reinstated)   |

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