



**NEW MEXICO CREDENTIALING BOARD FOR
BEHAVIORAL HEALTH PROFESSIONALS**

P.O. Box 66405
Albuquerque, NM 87193
www.nmcbbhp.org

Re-Certification Checklist

Use this checklist when completing re-certification application. Make sure you have included all of the following components with your application.

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.
	Fill out application completely and sign
	List all training and educational events on the training summary form which includes listing (each credential has specific hours required): <ul style="list-style-type: none">• Title of training/course;• Sponsor or NMCBBHP Approved Provider #• Date of training• Number of CE hours.• Include copies of transcripts and continuing education certificates (training certificates must be signed by trainer and state the number of CE hours provided for course).
	Include a letter of endorsement for your renewal by your current supervisor. The letter must be signed and on agency letterhead. If you are unemployed, provide a letter from a colleague or peer who can attest to your work in the field of counseling, prevention or peer support services.
	Include the original certificate. A new certificate will be issued to you per your credential.
	Include the re-certification fee as required for renewal. Payable to: NMCBBHP, Inc.
	Make a copy for your records. NMCBBHP will not provide you copies of your application packet or original documents.
	The application, documents and fee must be mailed 60 (sixty) days prior to the expiration date. Any missing documentation will delay the review process. Please include a letter which explains any missing information and/or how soon this information will be sent.
	NOTE: If your certificate is expired, you are non-certified and will be placed on inactive status. You must re-instate your credential within 90 days of certificate expiration. A late fee must be included with re-certification fee when submitting

The re-certification process for all credential lists each credential's required hours.

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

Certified Prevention Intern (CPI) and Prevention Specialist (PS):

- Six (6) hours of the 40 hours must be in Prevention Ethics and Responsibilities.

Senior Certified Prevention Specialist (SCPS):

- Six (6) hours of the 40 hours must be in Prevention Ethics and Responsibilities.
- Six (6) hours of the 40 hours must be Leadership, Management or Supervisor Skills related to the Behavioral Health Field.

Certified Alcohol & Drug Counselor (CADC) and Clinical Supervisor (CS):

- Six (6) hours must be in Counseling, Legal or Professional Ethics and Responsibilities.

Certified Peer Support Worker (CPSW) and Certified Family Specialist (CFS):

- Six (6) hours must be of counseling, professional or legal ethics
- Six (6) hours must be in Cultural Competency

Visit www.nmcbbhp.org for requirements. Any questions, please email us at info@nmcbbhp.org