

NMCBBHP – CPI, CPS, SCPS, CADC, and CS renewals

NMCBBHP has launched a new fully online platform for submitting applications and renewals for NMCBBHP certifications. This platform allows professionals to submit all applications, schedule an exam and complete the renewal process by uploading documents 100% online as they complete them. The purpose of this is to hopefully streamline the application process and to improve communications between NMCBBHP and you.

How to complete my renewal online on Certemy.

Go to www.nmcbbhp.org and click on Certemy. If this is your first time renewing, please read through the recertification process for specific hours related to your credential and required documents on the Recertification page.

Log in using the email address the board has on file for you - if you don't know, email the board at info@nmcbbhp.org

First time logging in: use the password: Certemy2020!

My Credentials page, you will find under “my credentials” the credential you are listed for: CPI, CPS, SCPS, CADC, CS. Click on “Accept” to start the renewal process.

Renewal Application: Fill in the information requested on this step and electronically sign your name. **Note:** if you only upload the application form document, the information will not populate in the online form step and this step will be rejected. Complete the following:

- Original CPI, CPS, SCPS, CADC, CS certificate: upload the current certificate into the “Digital Wallet”, tab at top of the webpage, it can upload via a scanned document or a picture
- ***NOTE: The renewal application will be “Pending Verification” until the board approves each step.***

Continuing Education – this is where you will complete the information for each training you have completed and upload the certificate for each training. All of your training certificates must be submitted via Certemy either as a scanned document or a picture. You will enter in CEU information similar to the “training summary form”; Name of Training, number of CEUs and Provider name. The Ethics hours will be submitted by scrolling down on the left section to see the “Specific requirements” area, click on each section and upload those specific training certificates. After you have submitted all training certificates, you can view all uploaded documents in the “Digital Wallet” tab at the top of the webpage.

Letter of Endorsement – This is where you will invite your supervisor to provide a letter of endorsement. They will be sent an email with the invite. Once they accept the invite, they need to log in with a password and upload this information. The letter will be uploaded into the system for review and acceptance.

Note: If you were provided a hard copy letter from your supervisor and/or need to upload it. This step cannot be done without the invite to the supervisor. In this situation, please contact the board at info@nmcbbhp.org with this information.

Fees here is where you make a payment for your renewal, if you have more than one credential only, you will enter a fee for each credential, i.e., CADAC and CS.

- **CE Review Fee, # of Hours x \$5.00 per hours:** If you have hours that are non-approved by the board, (check list of approved providers on www.nmcbbhp.org on the CEU page) you will enter the number of hours that need to be reviewed. (each hour if \$5.00 per hour).
- If you do not any hours for review, **do not** enter, leave it blank

The payment will be processed through Stripe.

- Enter payment information (CC #) and so forth.
- If the payment is being made by your agency or a 3rd party, click on that and enter agency and/or who will be submitting payment, (it would be helpful to include a credential and/or C#)
- Or upload receipt or check that you sent to the board to pay your fee.

Once each step is completed, you will receive an email confirming completion (approval) or you may receive a reject notice with information on why it was rejected. This means you may have redo that step or complete the process for that section.

Board review – will read “pending” until your application is reviewed by the board.

New Certificate: A new certificate for your next certification period will be in the Digital Wallet. You can download this certificate and print if needed.