



NEW MEXICO CREDENTIALING BOARD FOR BEHAVIORAL HEALTH PROFESSIONALS

Re-certification process for all credentials

All credentialed professionals are responsible for renewing 60 days before their expiration. No renewal notices are sent out.

The re-certification process includes submitting documentation of forty (40) hours of continued education course and training related to YOUR specific credential. The CEU hours must have been accumulated during your certification period. Follow the checklist to start collecting all your documents.

- Fill out application and sign it.
- Continuing education hours will be accepted as 50% online courses and 25% trainer courses.
- List all training and educational events on the Training Summary Form.
 - Title of training/course;
 - Sponsor/Organization/Instructor's name or NMCBBHP Approved Provider #;
 - Date of training;
 - Number of Continuing Education hours provided.
 - 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.
 - Provide copies of all training attended;
- Include a letter of endorsement 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 field of counseling, prevention or peer support services.
- Include your current Original Certificate. Applicant will be re-issued a new certificate per their credential.
- Enclose Re-certification fee as required for renewal. Payable to NMCBBHP, Inc.
- Make a copy of your application and documents for your records.

The application, documents and fee must be sent sixty (60) days prior to the expiration date. Any missing documentation or fee will delay the review process. Please include a letter which explains any missing information and/or how soon this information will be sent.

Please Note: If your certificate is expired. You are considered non-certified and will be placed on inactive status and must be reinstated to Active Status. This board must receive a completed application with required documentation and your application must be approved within 90 days of certificate expiration date. A late charge of \$100 and the re-certification fee must be included with this application. (Inactive status means that your credential is no longer valid until reinstated).

Continuing Education Hours Required for Specific Credentials

The following Continuing Education hours are required as part of the overall 40 CEU hours 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 the Certified Family Specialist (CFS):

Six (6) hours must be of counseling, professional or legal ethics

Six (6) hours must be in Cultural Competency

Read the CPSW/CFS list of NMCBBHP accepted courses.