

**CFW 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 Wraparound Facilitator:**

- Six (6) hours must be professional ethics and responsibilities
- Six (6) hours must be in Cultural Competency
- Remaining hours must be related to the performance domains of Wraparound Values and Elements; Engagement; Action Planning; Teaming; Safety planning; Coordination, Prioritization and Mobilization of Time and Other Resources.

***Use this checklist below to complete re-certification application. Make sure you have included all of the following 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. Any missing items will delay the renewal process.
	Fill out application completely and sign it
	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 NMCBBHP 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>
	Include the original certificate. A new certificate will be issued to you per your credential.
	Make a copy of all documents for your records. NMCBBHP will not provide you copies of your application packet or original documents.
	The application, documents must be mailed 60 (sixty) days prior to the expiration date in order to allow time for the review. It is best to get the re-certification application and any documents available submitted before a certificate expires in order to avoid a late fee. If there are any documents missing or issues related to a late submission please include a note/letter which explains the situation and/or how soon this information will be sent.
	<b>EXPIRED CREDENTIAL:</b> When your certificate is expired, you are considered non-certified and your credential will be placed on inactive status. In order to maintain your credential without going through another application process, you must re-instate your credential within 90 days of the certificate expiration date by submitting a complete re-certification packet. A late fee will be required along with re-certification fee when submitting re-certification application for a credential that has expired.