Family Peer Support Worker Certification Checklist (CFPSW)

Checklist

CONTACT INFORMATION	
Department:	CYFD Behavioral Health Services
Contact Person:	Nicole Montoya-Jones (Family Engagement Specialist)
Address:	Physical: 1120 Paseo De Peralta RM. 123 Mailing: PO Drawer 5160 Santa Fe NM 87502
Telephone number:	Cell: (505) 795-0261 Office: (505) 827-8008
Fax number:	(505) 476-0225
Email:	Nicole.montoyajones2@state.nm.us

CHECKLIST		
☐	Review Job Description and Certified Family Peer Support Worker (CFPSW) Flyer for training details	
☐	Fill out CFPSW applications and Inform CYFD Behavioral Health Services which training you are interested in	Deadline to apply for our March training is January 15, 2018
☐	Sign Code of Ethics	
☐	Send CFPSW application and signed Code of Ethics	Send via Email/Fax/Mail or Drop-Off
☐	CYFD BHS will notify Applicant that Application has been received	
☐	CYFD BHS will schedule a phone interview	Interview will be 15 to 20 minutes
☐	If applicant qualifies for the CFPSW program applicant will be notified by correspondence	If the applicant does not get placed on the list for the most recent upcoming training, the applicant will be notified and waitlisted for the next appropriate CFPSW training
☐	Applicant will attend the 40 hour CFPSW training that they qualified for	Applicant will need to attend the full 40 hour CFPSW training in order to get certified
☐	Complete 40 Internship hours once CFPSW training is completed	Send Verification Form to mailing address above once Internship hours are completed
☐	Applicant will be contacted by the CYFD Behavioral Health Services office with the upcoming testing dates once the above steps have been completed	
☐	Take the Certified Family Peer Support Worker Certification Test through the New Mexico Credentialing Board for Behavioral Health Professionals, Inc.	Testing will be held in Albuquerque by the NMCBBHP www.nmcbbhp.org
☐	Certificate will be awarded certifying the FPSW once the test is completed and the applicant has passed	