

You can choose to take your exam IN PERSON or ONLINE for the Peer Support, Family Peer Support or the Wraparound Facilitator Exam for Certification. Read this information before creating an account.

The exam is available as a (computer-based exam) which can be taken in-person at a testing center or it can be take online on a secure site.

In order to be scheduled for either exam you must have completed the Peer training by uploading a letter or training certificate into Certemy. You will apply (self-enroll) on Certemy to register to take the exam.

What is Certemy?

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.

Steps to get scheduled to test for the Peer, Family Peer and Wraparound Facilitator exam and become certified as a CPSW, CFPSW or CWF

- Apply for an account on Certemy, complete application with your information, upload letter or training certificate, read and sign the CPSW, CFPSW or CWF Code of Ethics & the Statement of Understanding
- Select an exam type, the two options to take an exam with the testing company (Prometric/SMT):
 - a. An in-person exam taken at a testing location within NM. If the applicant chooses the in-person exam, they must provide 3 different date for testing.
 - b. Online exam, which is accessible 24/7, the applicant's method of testing (laptop, computer, tablet) must allow for a system readiness check.

In-Person: This board will Pre-register the applicant with the testing company.

- ❖ The applicant will receive an email from the Testing Company (SMT/IQT Quality Testing, Inc.), where the applicant will log in confirm and/or update registration information
- ❖ Confirm an in-person date and time to test
- ❖ Locate a test center for in-person exam.
- ❖ The applicant will receive admission document for the in-person exam, which they must take with them on their exam date to the testing center.
- ❖ The applicant will show up for exam, present a Driver's License or ID, the admission letter and follow all in-person testing procedures at the test center.
- ❖ Complete the exam, preliminary results will be provided to applicant.

If an applicant chooses an Online exam, the board will pre-register the applicant with the testing company.

- The exam is Real-time scheduling 24/7 on any device (i.e., desktop or mobile)
- Complete a system readiness check on the device the applicant will use to take online exam. Here is the information to do this before scheduling. Check here for the tool: <https://rpcandidate.prometric.com/>
- Allow the testing company to download software to be used during the exam session.
- The applicant must present a Driver's License or ID, and follow all online testing procedures after log in.
- The exam clock does not start until applicant successfully complete a tutorial outlining the test engine functions.
- Complete the exam; preliminary results will be provided to applicant.

An email will be provided by testing company to this board about a completed exam when results are available.

After an applicant has passed the exam, the applicant must, with the exception of CWF:

- Complete the forty (40) hours of pre-exposure from a pre-approved agency who will provide oversight and verify the hours completed. Or a completed Internship form
- The applicant will upload the completed form into Certemy by logging into their profile.
- Board review/Verfication of information submitted
- Certification for CPSW, CFPSW, or CWF is approved. A certificate is available in the digital wallet which can be printed

If an applicant has not passed the exam, and the applicant wants to retest, the applicant must request a retest through Certemy and pay the exam fee of \$67. Payment can be made through Certemy. Retest fee may be covered, please check with the training agency (CYFD/NMSU or BHSD/OPRE). When the applicant is approved to test, they will start the process for scheduling another exam.

Special Accommodations are available for applicants that request them. There is a (***Request for Special Accommodation***) form that must be completed by the applicant and, returned to the board before an applicant can schedule an exam. Email the board at info@nmcbbhp.org to request the form or any questions. The exam will be scheduled after confirmation from Prometric/SMT with the requested Special Accommodations available at a Prometric Testing Center. Please note, if a request is made, COVID may impact the scheduling and/or arrangements for in-person testing. We will work with the applicant and/or the agency