

New Mexico Credentialing Board for Behavioral Health Professionals.
P.O. Box 66405
Albuquerque, NM 87193
www.nmcbbhp.org

Re-Certification Checklist

Use this checklist when completing re-certification application. Make sure you have included all of the following components 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. Application available on www.nmcbbhp.org from the renewal page.
	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"> • Title of training/course; • Sponsor or NMCBBHP Approved Provider # • Date of training • Number of CE hours. • 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). 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.
	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"> • If you are unemployed, provide a letter from a colleague or peer who can attest to your work in the field of counseling, prevention or peer support services.
	Include the original certificate. A new certificate will be issued to you per your credential.
	Include the re-certification fee as required for renewal. Payable to: NMCBBHP, Inc.
	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 and fee 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.
	EXPIRED CREDENTIAL: When your certificate is expired, you are considered non-certified and your credential will be placed on inactive status. This board must receive a completed application with required documentation and be approved within 90 days of certificate expiration date. A late fee must be included with the application certification. (Inactive status means that your credential is no longer valid until it is reinstated)

The following Continuing Education hours are required as part of the overall 40 CEU hours in your credential to re-certify your credential:

Certified Prevention Intern (CPI) and Prevention Specialist (PS):

- Thirty-four (34) must be in ATOD Prevention or General Prevention hours
- Six (6) hours of the 40 hours must be in Prevention Ethics and Responsibilities.

Senior Certified Prevention Specialist (SCPS):

- Twenty-eight (28) hours must be in Prevention or General Prevention hours
- 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):

- Thirty-four (34) hours in Counseling and/or Behavioral Health related hours
- Six (6) hours must be in Counseling, Legal or Professional Ethics and Responsibilities.

Certified Clinical Supervisor (CS):

- Twenty-eight (28) hours in Counseling and/or Behavioral Health related hours.
- Six (6) hours must be of counseling, professional or legal ethics
- Three (3) hours in Clinical Supervision training

Visit www.nmcbbhp.org for requirements.

Any questions, please email us at info@nmcbbhp.org