

## NMCBBHP – CPSW, CFPSW and CWF Renewals

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.

### How to complete my online renewal on Certemy.

Go to [www.nmcbbhp.org](http://www.nmcbbhp.org) and click on Certemy. If this is your first time renewing, please read through the recertification process for specific hours related to your credential and required documents on the Recertification page.

**Log in using the email address the board has on file for you - if you don't know, email the board at [info@nmcbbhp.org](mailto:info@nmcbbhp.org)**

**First time logging in: use the password: Certemy2020!**

**My Credentials** page, you will find under “my credentials” the credential you are listed for: CPSW, CFPSW, CWF, click on “Accept” to start the renewal process

**Renewal Application:** Fill in the information requested on this step and electronically sign your name.

**Note:** If you only upload the application form document, the information will not populate in the online form step and this step will be rejected. Complete the following:

- Original CPSW, CWF, CFPSW certificate: upload the current CPSW, CWF or CFPSW certificate here, via a scanned document or a picture
- Read the “Code of Ethics” and electronically sign it
- Read the “Statement of Understanding” and electronically sign it.
- **NOTE: Some steps will be “Pending Verification” until the board approves each step.**

**Continuing Education** – this is where you will list the information for each training you have completed and upload the certificate for each training, one at a time. All of your training certificates must be submitted via Certemy, either as a scanned document or a picture. You will enter in CEU information similar to the “training summary form”; Name of Training, number of CEUs and Provider name. The Ethics and/or Cultural Competency hours will be submitted by scrolling down on the left section to see the “Specific requirements” area, click on each section and upload those specific training certificates. After you have submitted all training certificates, you can view all uploaded documents in the “Digital Wallet” tab at the top of the webpage.

**Letter of Endorsement** – This is where you will invite your supervisor to provide a letter of endorsement. They will be sent an email with the invite. Once they accept the invite, they need to log in with a password and upload a letter or this information. The letter will be uploaded into the system for review and acceptance.

- **Note:** If you were provided a hard copy letter from your supervisor and/or need to upload it. This step cannot be done without the invite to the supervisor. In this situation, please contact the board at [info@nmcbbhp.org](mailto:info@nmcbbhp.org) with this information.

**Fees:** For CPSW, CFPSW and CWF, there is not renewal fee at this time.

Once each step is completed, you will receive an email confirming completion or you may receive a reject notice with information on why it was rejected. This means you may have redo that step or complete the process for that section.

**Board review** – will read “pending” until your application is reviewed by the board.

**New Certificate:** A new certificate for your next certification period will be in the Digital Wallet. You can download this certificate and print if needed.