

6 Steps to a Family Peer Advocate Professional Credential

Step 1

• **Complete Level 1 Training**

- Visit the FTNYS website. Under the Workforce Development tab, select the Parent Empowerment Program page. **Be sure to read the entire page carefully and print out the Getting Started Guide.**
- Scroll down to the section titled How Do I Access the Online PEP and click on the CTAC Self-Learning Center
- Complete the PEP Level 1 Online modules and print out a Certificate of Completion.

Step 2

• **Apply for a Family Peer Advocate *Provisional* Credential**

- Visit the FTNYS website. Under the Workforce Development tab, select Family Peer Advocate Credential.
- Scroll down to the NYS Family Peer Advocate **Provisional** Credential section and download the application paperwork.
- Complete the **Provisional** application and submit to FTNYS. After approval, valid for 18 months.

Step 3

• **Complete Level 2 Online Training**

- Go Back to CTACNY.org and click on the Self-Learning Center tab. Or visit the FTNYS website. Under the Workforce Development tab, select Parent Empowerment Program. Scroll down to the section titled How Do I Access the Online PEP Training and click on the CTAC Self-Learning Center.
- Sign in and go to the My Training tab. If all of the requirements of Level one are completed you will immediately have access to Level 2
- Complete the Level 2 Online Modules and print out a Certificate of Completion.

Step 4

• **Register for Level 2 In-Person Training**

- Visit the FTNYS website. Under the Workforce Development tab, select Parent Empowerment Program.
- Scroll down to the Family Peer Advocate Credential Pathway and click on register here. Complete the pre-registration form for the training you plan to attend and send it back to FTNYS.
- The in-person component of this training requires that you have employment or a formal volunteer position as an FPA.

Step 5

• **Complete Level 2 In-Person Training**

- Complete PEP Level 2 which includes in-person training, coaching calls and a post-training survey.

Step 6

• **Apply for a Family Peer Advocate *Professional* Credential**

- Visit the FTNYS website. Under the Workforce Development tab, select Family Peer Advocate Credential.
- Scroll down to the NYS Family Peer Advocate **Professional** Credential section and download the application paperwork.
- Complete the **Professional** application and submit to FTNYS. After approved, valid for 2 years.

If you have questions please feel free to contact us at fpacredential@ftnys.org