



## FPA Credential Renewal and Continuing Education FAQ

### Family Peer Advocate Credential Renewal

The New York State Family Peer Advocate (FPA) Credential is administered by Families Together in New York State. Individuals who provide Family Peer Support Services (FPSS), or would like to be a FPSS service provider are eligible to apply. Applicants who meet all of the requirements are issued an FPA Credential. **The FPA Credential must be renewed every two years.** For more information on the FPA Credential or to obtain an application form, please [click here](#).

### When does my FPA Credential expire?

If you received your FPA Credential before 2016, it expires three years from the date it was awarded. If you received your FPA Credential in 2016 or later, it expires two years from the date it was awarded. When you renew your FPA Credential, it will be valid for another two-year period. It is the responsibility of each FPA to submit the required FPA Credential Renewal paperwork no more than 90 days and no less than 30 days prior to the expiration date of their FPA Credential. This will include: documentation of continuing education, an FPA Credential Renewal Form and payment. If you have any additional questions, please call our office at 518-432-0333, ext. 18.

### When does my Provisional FPA Credential expire?

If you are awarded a Provisional FPA Credential, it expires 18 months from the date it was awarded. If you do not fulfill the requirements for the FPA Professional Credential within 18 months of the date you were provisionally credentialed, your provisional credential will expire. **A provisional credential is not renewable.** If, during that 18-month period, you do fulfill all of the requirements for a Professional FPA Credential, you can apply for a Professional Credential. A Professional Credential must be renewed every 2 years.

### What if my Credential Expires?

***Once your credential has expired, you may not identify yourself as a Credentialed Family Peer Advocate or use FPA-C after your name. Additionally, you will not be eligible to seek reimbursement by any payor that requires you to be credentialed to provide FPSS services.***

To renew your credential, send us a completed Family Peer Advocate Renewal Application, along with the regular payment of \$50. Please contact us if you have questions or concerns about the fee.

### Starting August 1, 2019

#### Late Renewal and Reinstatement of Expired Credentials

If less than six months has elapsed since the expiration date of your credential, you can renew by submitting the renewal application, along with the current renewal fee of \$50.00, plus a late fee of \$10.00. If your credential has been expired for more than 6 months you may apply to reinstate your credential. Please contact us to inquire about the reinstatement process. ***Once your credential has expired, you may not identify yourself as a Credentialed Family Peer Advocate and you will not be eligible to seek reimbursement by any payor that requires you to be credentialed to provide FPSS services.***

### **Is there an 'inactive status' option available for FPAs who need to take an extended leave?**

Family Peer Advocates with a current Professional Credential can apply for 'inactive status' for up to 12 months. During the time the advocates credential is inactive, they will not be able to work as a Credentialed Family Peer advocate. After the inactive period, an advocate can apply to have their credential re-activated.

### **What is required to renew of my FPA Credential?**

In order to apply for renewal, you will complete a renewal application, which includes the following:

- Contact information update
- Documentation of continuing education
- Signed Code of Ethics statement
- Payment form
- Full Payment

### **Is continuing education required for renewal?**

Yes. To be eligible for renewal, FPAs must submit evidence of completion of a minimum of 20 hours of continuing education over the two-year period. It is important for FPAs to sharpen their skills, deepen their understanding of different services and systems, and keep up with new developments in the field. ***\*\*If you received your credential before 2016 and it is valid for 3 years, you will need 30 hours of continuing education to renew your credential.***

### **What qualifies as continuing education for FPAs?**

There is not a formal process whereby FTNYS approves specific trainings or courses as suitable for continuing education. This may change in the future, but at this time, any training that could be reasonably interpreted to be relevant to your role as a Family Peer Advocate can be used to meet this requirement. This can include an on-line training for which you receive a certificate of completion, in-person training, or an approved independent study. The Regional Parent Advisors and FTNYS Chapters often sponsor training and these events would qualify as continuing education. If you develop an in-service workshop, that may also be eligible. If you have any questions about what is acceptable, please contact us.

### **Are there any specific required FPA Continuing Education courses?**

Not at this time. However, as we continue to evaluate the competencies required to perform the role of a Family Peer Advocate it is very likely that we will require certain training modules as a condition of renewal. When this happens, the required training will be made available through webinars and on-line courses. We invite each FPA to explore possible areas for continuing education to further his/her own learning goals.

### **If I conduct a training myself, does that count?**

Yes, if it is related to the work of FPAs. You only receive credit once, not every time you deliver the training. You will receive credit for the number of hours of the training you deliver. If the specific training is going to be longer than 6 hours, please check with us for approval. Again, please attach the agenda and handouts. Use the same form that you would use if you attended training, just note that this was a workshop you provided.

### **Can I do an independent study?**

Yes, you may complete an independent study. Please seek prior approval of your supervisor and check with our office about the eligibility of your independent study plan. You would use the same form as if you attended a training (you can modify your answers appropriately). Please also document the actual meetings you attended and/or books or websites you reviewed during your independent study. If you developed any written materials, please attach these. If approved, your independent study can count for a maximum of 6

continuing education hours.

**Can I get credit for a college course or another credential or certificate program?**

Yes. You may get credit for a college course if it is related to the work you do as an FPA. Please seek prior approval from your supervisor and check with our office about the eligibility of the course work. You can also get credit for training that you take to qualify for additional credential or certificate programs. Follow the steps outlined above for approval. Please be sure to seek prior approval from your supervisor and check with our office about the eligibility of the training you plan to use.

**How do I submit evidence that I have fulfilled the continuing education requirement?**

Every time you attend a training or complete some other form of continuing education, fill out an FPA Continuing Education Form and attach the course, workshop or webinar agenda, and a certificate of completion, if one was issued. Prepare a separate FPA Continuing Education Form for each training you attended. Collect these and include them with your FPA Credential Renewal Application. We strongly recommend that you complete the continuing education forms and have them signed at the time you complete the actual continuing education activities. This way, you won't be struggling to track down agendas and signatures when the time comes for you to renew your FPA Credential.

**Can I renew my FPA Credential if I am not working or do not have a formal supervisor to sign my Continuing Education forms?**

Yes. The same renewal rules apply, but instead of a supervisor signature, you will need to provide documented proof for your continuing education hours. Valid proof includes, but is not limited to, signed attendance sheets, a certificate of completion/attendance, with your name on it, a workshop agenda with presenter signature, or signed note from the presenter confirming your attendance. If you have any questions about proof of attendance, please contact our office.

**How do I know how many credit hours to record?**

You should record the number of hours you spend in active training. For example, if you attend a 2 hour workshop, you would record 2 hours. If you attend a four-hour training with an hour lunch break, you would receive credit for 3 hours. If the course awards formal approved Continuing Education Units or CEUs (such as are required for social workers), use that number as a guide.

**Does the trainer need to sign this form?**

No, but your supervisor does.

**Do I use the same form for conferences?**

You may use the same form for conferences. Please list the plenary sessions and workshops you attended under the training description. You can attach the conference brochure or cut and paste the workshop descriptions and attach those. Determine the hours based on the length of the workshops. For the FTNYS Annual Conference we have a specific form that makes it easy for you to record the sessions you attended.

**Let's Work Together to Make the FPA Profession Stronger!**

If you have a great idea for a webinar, consider developing something to share with your colleagues. We can help you promote the webinar through the FTNYS listserv. This will count as continuing education for you and for others.

**All FPA Credential and Continuing Education Forms can be found on the [FTNYS website](#)**