

Policies for FPA Credential Extensions, De-Activations and Reinstatements

FPA Provisional Credential Extension

The FPA Provisional Credential is valid for 18 months. During that time, it is expected that the advocate will apply for and receive a FPA Professional Credential. If the advocate is not able to complete the requirements of the FPA Professional Credential during that 18-month period because they were not able to complete the PEP training and/or accumulate 1000 hours of experience working as an FPA, they are able to apply for a FPA Provisional Credential extension for up to one year. Provisional Credential extensions operate under the following guidelines:

- FPA must complete a Provisional Credential extension application and provide an explanation of why they were not able to meet training and experience requirements
- No Fee is required if the application is received before the FPA Provisional Credential expiration date
- For Provisional Credentials that have been expired for less than 12 months applicants need to submit 10 hours of Continuing Education and a \$10 fee along with their FPA Provisional Extension Application
- For Provisional Credentials that have been expired for more than 12 months please contact the Department of Workforce Development at FPACredential@ftnys.org
- **During the time that a FPA does not hold a valid credential, agencies are unable to obtain Medicaid reimbursement for the services they provide**

FPA Provisional Credential De-Activation

FPA Provisional Credential Advocates with a **valid** Provisional Credential who are not able to complete the requirements for a Family Peer Advocate Professional Credential within the 18-month period, may apply to de-activate or 'freeze' their credential. Provisional Credential deactivations operate under the following guidelines.

- Advocates must complete a Provisional Credential Inactive Status Application before their credential expires
- Reasons for freezing a credential include, but are not limited to illness, pregnancy, disability, FMLA or job loss
- There is no set limit to the amount of time a FPA can freeze their credential for, but if they are away from work for more than 18 months, we will assign additional training activities to refresh skills
- Regardless of how long a FPA is out, they will still have a total of 18 months to complete the requirements for a Professional Credential
 - *For example: if an advocate is provisionally credentialed for 3 months and then has to de-activate their credential for 6 months, they will have 15 months remaining to complete the requirements for a professional Credential. If that same advocate were out for a total of 12 months, when they came back, they would still have 15 months to complete their*

Professional

- There is no fee for de-activating and re-activating a FPA Provisional Credential
- **Advocates who de-activate their credential will not be able to work while their credential is inactive**

FPA Professional Credential Reinstatement

All New York State Credentialed Family Peer Advocates must renew their credential every two years. If a Family Peer Advocate Credential has been expired for more than six months, it will need to be reinstated. Professional Credential reinstatements operate under the following guidelines:

- Advocates need to complete the FPA Professional Credential Reinstatement application
- Applications must include a minimum of 30 hours of continuing education, including 3 hours of training in areas related to diversity, equity and inclusion (DEI)
- If your credential is expired for more than 12 months, FPAs need to email us at FPACredential@ftnys.org for instructions on how to proceed
- There is a late fee of \$10 for all Reinstatements
- **During the time that a FPA does not hold a valid credential, agencies are unable to obtain Medicaid reimbursement for the services they provide**

Regardless of the reason, anytime a Family Peer Advocate does not have a current, valid, active credential, agencies are unable to obtain Medicaid reimbursement for the services they provide.