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 that 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.