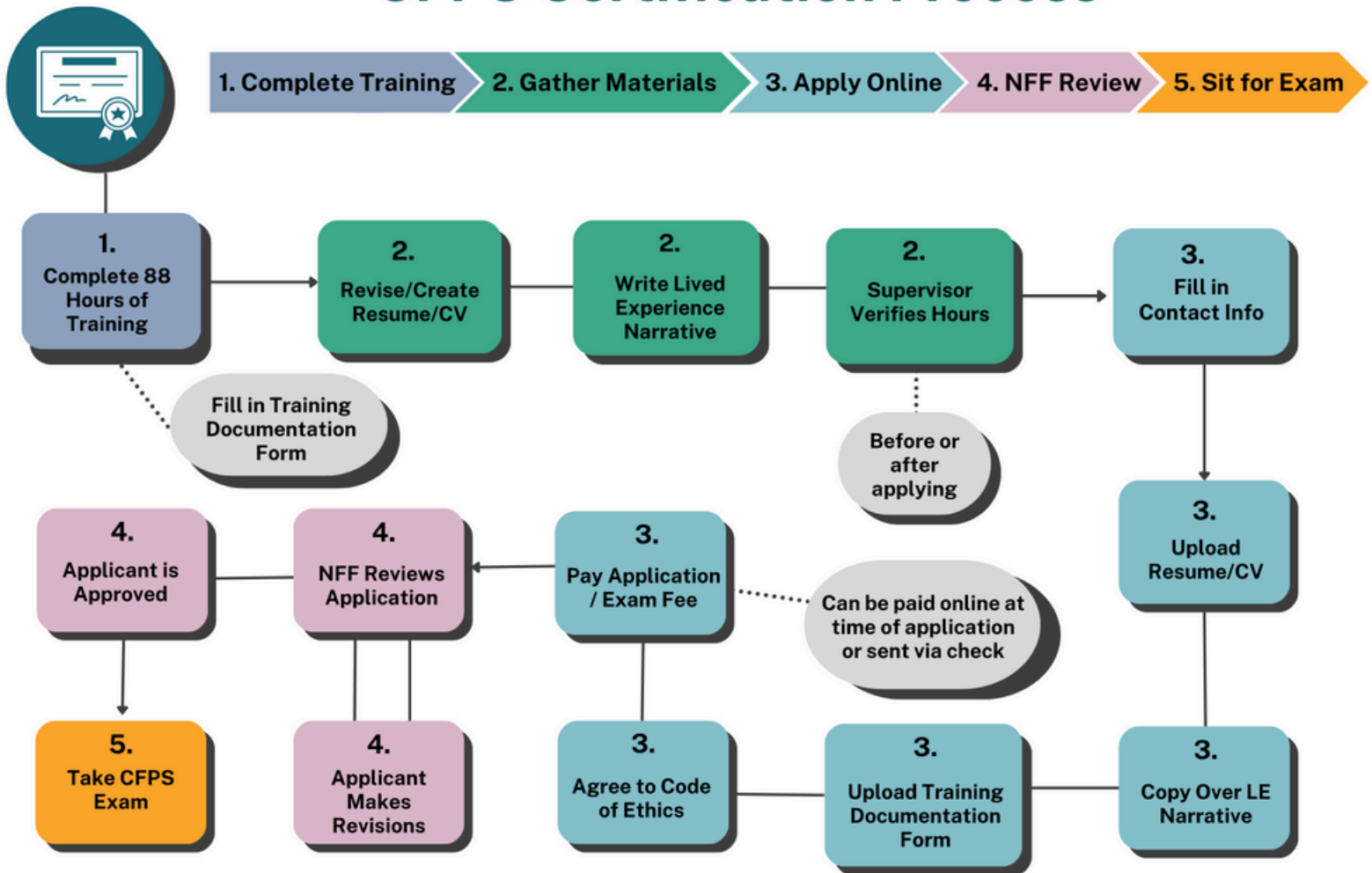


OPTIMIZING ORGANIZATIONAL FLOW TO PREPARE FAMILY PEERS TO APPLY FOR CERTIFICATION

There are several state-based family peer certification programs throughout the United States that have similar processes to obtain certification. This tip sheet offers best practices to organizations to support family peers who are seeking [national certification](#); many of these practices are applicable to state family peer certification, too.

- 1 Understand the certification process. Check your state’s family peer certification webpage to best understand the process. For national certification, the process is:

CFPS Certification Process





- 2 Create a folder/document on your computer to keep track of potential trainings. Have a list of trainings that includes training and trainer names, dates, and descriptions that your employees can complete to meet certification requirements. Ideas for free, online trainings can be found [here](#). Encourage Certified Family Peer Specialist (CFPS) candidates to enter this information into their Training Documentation Form immediately following a training.
- 3 Share certification deliverables early. Review the components of the certification application with candidates as soon as they have determined to apply:
 - a. [Training Documentation Form](#)
 - b. Resume/CV showing family peer support experience
 - c. [Lived Experience Narrative](#)
 - d. Work Experience Narrative/Job Description
 - e. [Supervisor Verification Form](#)
 - f. [Online Application](#)
- 4 Develop an organizational system for monitoring family peer applicants' progress. You may decide to maintain a spreadsheet tracking the progress of candidates and organize the deliverables for each candidate in file folders, a binder, or in computer files on your device and/or a USB drive. Once employees are Certified Family Peer Specialists (CFPS), track certification expiration dates.
- 5 Put new employee practices into place to support applicants. [Ask interview questions](#) about lived experience, give candidates a timeline and deliverables during orientation, check in with candidates regularly to get to know them and support their application.



- 6** Make meeting the 88-hour training requirement easy. Show applicants how to complete the [training documentation form](#) before they take trainings. Weave trainings related to the [5 Core Competencies](#) into the on-boarding process. Review our suggestions for [free, online trainings](#).

- 7** Consider how your organization can achieve sustainability with actively Certified Family Peer Specialists working alongside CFPS candidates. Determine how uncertified family peers will be compensated for their work as they complete certification requirements—and how funding supports these staff. How many families can your organization successfully support considering the number of certified and uncertified family peers? How can certified family peers support candidates?

To learn more about national certification for Family Peer Specialists, visit www.ffcmh.org/certification.

WWW.NFSTAC.ORG | WWW.FFCMH.ORG | (240) 403-1901



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