



Idaho Peer Support Specialist and Family Support Partner Certification

Greetings!

We would like to inform you that effective today, June 1, 2018, BPA Health is now managing the Idaho Peer Support Specialist and Family Support Partner Certification process. We are excited about this endeavor and would like to offer the following information regarding the transition process that is currently underway.

THANK YOU FOR YOUR PATIENCE

We are currently working with the Department of Health and Welfare (DHW) to complete the transition to the new BPA Health certification system. Individuals renewing their certification, submitting hours of supervision/work/volunteer experience and/or requesting an extension can expect delays in processing for applications that are submitted during the month of June. Please allow a full month of processing time after submitting your application. We apologize for any inconvenience this may cause and appreciate your patience.

WE ARE NOW ACCEPTING APPLICATIONS

Please visit www.idahopeercert.com and view the menu on the right to do any of the following:

- Submit hours of supervision and work/volunteer experience
- Apply for certification renewal
- Request an extension for your 6-month or full (1-year) certification

Please expect a full month of processing time for applications submitted during the month of June.

NEW ELECTRONIC APPLICATION FORMS

The new certification process will take place electronically. You will notice that each link on the [APPLY HERE page](#) takes you to an electronic form that you can complete online. The form allows you to upload documents, save and return at a later time if needed, and submit with an electronic signature. Upon submitting an application, you will receive an electronic copy of your form that you may save and retain for your records.

This electronic application system will ultimately streamline the certification process for both certified professionals and the Peer and Family Support Certification Committee. There may be a few kinks in the system initially, and we appreciate your patience and understanding as we iron out any errors we may find. We welcome you to call or email us if you have any suggestions, or find things that may need updating.

NEW SUPERVISION TRACKING FORM

Your supervisor now has the ability to track each occasion of supervision he/she provides to you in the new Supervision and Work/Volunteer Experience Verification Form. Your supervisor can [access the form here](#), enter a summary of their supervision, then save and return to the form on each occasion of supervision that follows. While this method of tracking supervision is not required, we encourage supervisors to utilize it.

UPLOADING DOCUMENTS

We would like to offer a couple pointers to those of you who may be new to uploading electronic documents. If you have a smart phone, the easiest way to upload documents to your electronic application is by taking a picture of them using an app. We recommend the Scannable app which allows you to take a picture of a document, save it as a PDF, and email it to yourself as an attachment. You can then open the attachment in your email, save it to your computer, and upload it to your certification application.

If you do not have a smart phone, we recommend using the scanner at your place of employment or visiting your local library to use a scanner.

NEW CONTACT INFORMATION

Going forward, please use the following contact information to get in touch with the Peer and Family Support Certification Committee:

Phone: 208-947-1300
Toll Free: 1-888-239-9759
Email: info@idahopeercert.com
Website: www.idahopeercert.com

Again, we appreciate your patience over the next month as CPSS/CFSP certification transitions from DHW to BPA Health. We will do our best to make this process as seamless as possible.

Thank you for the work you do in providing peer and family support in Idaho!

Jess Wojcik
BPA Health
Program Manager - Peer and Family Support Certification
