

Six Steps to a Family Peer Advocate Professional Credential

Step 1

Complete Level One Online PEP Training

- On the FTNYS website, under the Workforce Development tab, select Parent Empowerment Program. **Be sure to read the entire page carefully and print out the Getting Started Guide.**
- Complete the PEP Level 1 Online modules and print out a Certificate of Completion.

Step 2

Apply for the FPA *Provisional* Credential

- On the FTNYS website, under the Workforce Development tab, select FPA Credential.
- Scroll down to the NYS Family Peer Advocate **Provisional** Credential section.
- Complete the application and submit it to FTNYS. After approved, the Provisional Credential is valid for 18 months.

Step 3

Complete Level Two Online PEP Training

- Go back to CTACNY.org and click on the Self-Learning Center tab.
- Go to the My Training tab. If all of the requirements of Level One are completed, you will immediately have access to Level Two.
- Complete the Level Two Online Modules and print out a Certificate of Completion.

Step 4

Register for Level Two In-Person PEP Training

- On the FTNYS website, under the Workforce Development tab, select Parent Empowerment Program.
- Scroll down to the In-Person Training Registration and follow the link to the pre-registration form for the training you plan to attend.

Step 5

Complete Level Two In-Person Training

- Two-day, in-person training
- 12 weekly, hour-long coaching calls
- Post-training survey

Step 6

Apply for the FPA *Professional* Credential

- Complete the FPA **Professional** Credential application and submit it to FTNYS.
- After approved, the Professional Credential is valid for two years.

Access all links and documentation for the Family Peer Advocate Credential at www.ftnys.org/workforce.

Questions? Please email us at FPACredential@FTNYS.org or call 1 (518) 432-0333 ext. 18.