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# MAINTAINING YOUR CERTIFICATION

## CERTIFIED FAMILY PARTNERSHIP PROFESSIONAL

Certified Family Partnership Professionals will follow the guidelines set forth in the Illinois Model for Certified Family Partnership Professional (CFPP). They are required to pay a biennial certification fee and submit education units (CEUs).

CFPPs will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Forms for the documentation of CEUs are available on the ICB's website, [www.iaodapca.org](http://www.iaodapca.org), under Credentialing/Credentialing Forms. The form must be completed, signed and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUs may be uploaded at time of payment.**

### **A. Continuing Education Policy**

1. Thirty (30) continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. An average of 15 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUs obtained prior to the CFPP's initial date of certification are not eligible for maintaining certification. A CFPP may receive CEU credit only once for a training event, even if it is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times.) One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs and one college quarter hour of credit is equivalent to 10 CEUs.
2. All 30 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by ICB for both categories.

**Category I** - Minimum 10 CEUs of education specific to knowledge and skills related to the provision of services to children and families and the role of peer support to families.

Examples of Category I education are: Advocacy, Professional Responsibility, Mentoring, Family Support and Child and Adolescent Development.

**Category II** - Minimum 20 CEUs of education specific to knowledge and skills related to the core functions of CFPPs, but do not have to be specific to direct service provision and peer support. This education covers support services skills, competencies and knowledge base.

Examples of Category II education may include evidence-based practices, evidence-informed practice, leadership skills, communication skills, trauma-informed care, alternative therapies, conflict resolution, confidentiality, legal systems, crisis intervention, health and safety, roles/boundaries, relapse prevention, cultural competency and intervention.

### **B. Sources of Continuing Education Units**

1. Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the name of the participant, name of program, date of program, program number assigned by ICB, the number of CEUs and the category.
2. Structured individual continuing education, such as the ICB Bibliocredit Reading Program and other self-study programs, may be available to CFPPs for a maximum of 15 CEUs every two (2) years.
3. The CFPP may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of a supervising board of a child-serving agency.
4. Teaching and training other professionals in CFPP knowledge areas qualifies for up to 15 CEUs every two years. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Patient education lectures and public education lectures are not eligible. Presentations, for which the CFPP has previously received credit are also not eligible.
5. Research papers accepted for publication, reading or discussion at a professional meeting or conference, qualify for up to 15 CEUs every two years. The topic of the publication must pertain to one of the CFPP Domains. The publication can be counted only once, even if it is published or presented in more than one format or location.

**C. Agency In-service Education and Training Programs**

Of the 30 CEUs required biennially, 15 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by ICB may be petitioned for CEUs.

**D. Validation of Continuing Education**

CFPPs must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion from ICB recognized or petitioned trainings.
- Transcripts or other official grade reports for college or university courses.
- Documentation on “Official” agency letterhead documenting participation on a child-serving agency board or related committee.
- Training Brochure with your name if you’re applying for CEUs for a training you conducted.
- Documentation on “Official” agency/university letterhead of a teaching experience.
- Copy of research and/or publication you’re submitting for CEUs.

**E. Procedures to Petition for CEUs**

Not all educational experiences available to CFPPs will have been awarded CEUs by ICB, and may require a petition for such education/training to receive CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the specific content and/or knowledge/skill related to the Core Functions
- Non-refundable petition fee (\$10.00)

Requests will be reviewed within 30 days and CFPPs will be notified of the results. If recognized, they will be informed of the number of CEUs awarded.

**F. Extension of Continuing Education Requirements**

CFPPs unable to meet the continuing education requirements for certification maintenance may request an extension, in writing. The fee for application of extension is \$10.00 per month, for up to six months from their expiration date. CFPPs who do not meet the CEU requirement after the six-month extension shall not be permitted to place their certification on inactive status, and shall be terminated. Reinstatement shall be accomplished through completion of the full certification requirement.

**NOTE:** CFPPs should remember that this process leaves only 18 months to obtain CEU credit for the current recertification period.

For detailed information refer to **The Illinois Model for Certified Family Partnership Professional (CFPP)**.



**ILLINOIS CERTIFICATION BOARD**

d/b/a IAODAPCA, Inc.

**PETITION FOR CONTINUING EDUCATION UNITS (CEUs)**

Check if new address \_\_\_\_\_ You may photocopy this form.

Name \_\_\_\_\_  
First MI Last

Credential Number \_\_\_\_\_

Address \_\_\_\_\_

Credential Level \_\_\_\_\_

City State Zip Code

Board Registration Number \_\_\_\_\_

Birth Date \_\_\_\_\_

Board Registration Level \_\_\_\_\_

**CEU Category Requested:**

Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

Credential Type \_\_\_\_\_

Categories Needed \_\_\_\_\_

Name of Training Program \_\_\_\_\_

Number of CEUs Requested \_\_\_\_\_ Date of Training Program \_\_\_\_\_

Brief Summary of Training Program Content and Goals:

Rationale: Why should this training program be recognized by ICB?

Attach documentation of program description, schedule, (may attach brochure)

Attach documentation of attendance (certificate, letter of verification, roster or sign in sheet) if applying for CEUs after attending the training program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**One training program per petition.** Petitions must be submitted at least 90 days prior to your certification expiration date, or with a completed recertification packet. Petitions received at least 90 days before the expiration date will be reviewed within 30 days of receipt and, you will be sent a letter regarding the results of the review.

**Petition Fee \$10.00** - please send payment, with petition, in the form of a check, money order, or credit card. Make checks payable to ICB, Inc. The petition fee is non-refundable. **Mail petition and payment to:**  
ICB, Inc.  
401 East Sangamon Avenue  
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged \_\_\_\_\_

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(VISA or MasterCard only)

Expiration Date \_\_\_\_\_

(Three digit code listed near the signature line on the back of the credit card) Security Code: \_\_\_\_\_

Name on Card \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_