
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 of \$150.00 and submit 30 continuing education units (CEUs) on or before the expiration date that is designated on the certificate. A late fee of \$45.00 will be assessed if the certification is not renewed on time.

CFPPs will be notified that their certification is about to expire no fewer than 60 days prior to the expiration date. The renewal notice will come via email. They will submit their biennial certification fee and CEUs to the Illinois Certification Board (ICB) by their expiration date. Fees are to be paid and CEUs are to be uploaded into their Certemy portal in order for their recertification to be processed by ICB.

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.

The CEUs must include the following topic:

- **10 CEUs in the Provision of Services to Children and Families and the Role of Peer Support to Families**
At least 10 CEUs of education that are on knowledge and skills related to the provision of services to children and families and the role of peer support to families
(Examples: Advocacy, Professional Responsibility, Mentoring, Family Support and Child and Adolescent Development.)

The remaining CEUs are to be education specific to knowledge and skills related to the core functions of CFPPs. These CEUs do not need to be direct service provision and peer support specific.

(Examples: evidence-based practices, leadership skills, communication skills, trauma-informed care, alternative therapies, conflict resolution, confidentiality, legal systems, crisis intervention, health and safety, roles/boundaries, and cultural competency.)

CFPPs have the option to complete all 30 of their CEUs on provision of services to children and families and role of peer support to families-specific topics.

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 and date of the program, signature of instructor or sponsor, program number assigned by ICB, and the number of CEUs.
2. Structured individual continuing education, such as home study programs, is available to CFPPs for a maximum of 15 CEUs every two years.
3. The CFPP may receive up to 12 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 a maximum of 15 CEUs in a two-year certification period. 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. Petitions must be submitted for any presentations that have not been awarded ICB CEUs.

5. Research papers accepted for publication, reading or discussion at a professional meeting or conference qualify for up to a maximum of 15 CEUs in a two-year certification period. 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. Petitions must be submitted for CEUs.

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.

E. Procedures to Petition for CEUs

Not all educational experiences available to CFPPs will have been awarded CEUs by ICB, requiring the professional to petition education/training for 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

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 recertification may request a one-month extension through their Certemy portal. The one-month extension is \$50.00. To request an extension, certified professionals must include the biennial certification fee plus \$50.00 for the one-month extension. The extension time starts from the certified member's expiration date. Extensions will not be granted beyond one month. CFPPs who have not met the requirements for recertification by the end of extension time will have their certification terminated. They will not be permitted to place their certification on inactive status.

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