

Become a Family Peer Advocate!

6 Steps to a Family Peer Advocate Professional Credential

Step 1

Complete Level 1 Training

- On the FTNYS website. Under the Workforce Development tab, select the Parent Empowerment Program page. **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 a Family Peer Advocate *Provisional* Credential

- Under the Workforce Development tab on the FTNYS Website, select Family Peer Advocate 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 2 Online 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 2
- Complete the Level 2 Online Modules and print out a Certificate of Completion.

Step 4

Register for Level 2 In-Person Training

- Go to the PEP page on the FTNYS website.
- Scroll down to the In-Person Training Registration and follow the link to the pre-registration form for the training you plan to attend
- Be sure to fulfill all the requirements before you pre-register

Step 5

Complete Level 2 In-Person Training

- Complete PEP Level 2 which includes in-person training, coaching calls and a post-training survey.

Step 6

Apply for a Family Peer Advocate *Professional* Credential

- Complete the FPA **Professional** Credential application and submit it to FTNYS' Department of Workforce Development. After your application approved, it is valid for 2 years.