

Your FCB credential is valid for a 12-month period. You maintain your credential by:

1. completing a minimum number of continuing education units (CEUs) *and*
2. paying your annual renewal fee.

It is the expectation of the FCB that all certified individuals will complete the minimum number of annual CEUs *before* renewal is due. The FCB will audit up to 25% of the certified population in each credential to verify completion of CEUs. If you are audited you must submit documentation of CEUs that you completed in the prior 12-month period.

The FCB will mail up to 2 renewal invoices, approximately 60 days before your renewal is due. Please note: the FCB views invoices as a reminder and all certified individuals are responsible for fulfilling renewal requirements, even if the FCB invoice or your renewal payments/CEU documentation gets “lost in the mail.”

**Please see the following sections for specific information related to maintaining your FCB credential through annual renewal.**

**When is my renewal due?**

The FCB runs two renewal periods each year: June 30 and October 31. Your renewal date depends on the credential that you hold.

Renewal Due June 30 <sup>th</sup>	Renewal Due October 31 <sup>st</sup>
All <i>Addiction</i> credentials: CAP, CGAC CCJAP CAC, LCAP CCJAC CAS, CCJAS CRSS,	All <i>Mental Health Peer</i> credentials: CRPS CRPS-A CRPS-F
All <i>Prevention</i> credentials: CPP, CPS	The <i>Child Welfare</i> credential: CWCM
The <i>Behavioral Health</i> credential: CBHT	
The <i>Mental Health Professional</i> credential: CMHP	

**I hold a credential that is due for renewal in June and another one that is due for renewal in October. Do I have two (2) renewal periods to keep up with?**

Yes. However, if you hold multiple credentials that are due at 2 different time periods, you will still enjoy the reduced renewal fee for multiple credential holders.

**How much is my renewal payment?**

The amount of your renewal payment depends on two (2) factors:

1. the credential you hold, *and*
2. the number of credentials you hold.

<b>Credential</b>	<b>Fee</b>
CAP, LCAP, CGAC, CCJAP, CPP, CMHP, CWCM	\$125 for first credential; \$50 each additional credential
CAC, CCJAC, CPS	\$75 for first credential; \$50 each additional credential
CAS, CRSS, CCJAS, CBHT, CRPS, CRPS-A, CRPS-F	\$50 for first credential; \$50 each additional credential.

**How many CEUs must I complete each year?**

The number of CEUs you must complete each year depends on the credential you hold.

<b>Credential</b>	<b>CEU</b>
CAP, CAC, CCJAP, CCJAC, CPP, CMHP, CWCM	20 annual CEUs in content related to credential performance domains.
CGAC*, CAS, CRSS, CCJAS, CPS**, CBHT, CRPS, CRPS-A, CRPS-F	10 annual CEUs in content related to credential performance domains.
*if you also hold the CAP, 10 of your 20 CEUs must be specific to gambling counseling practice. **if you have reciprocity with your CPS credential, you are required to submit 20 CEUs annually	

**Am I required to get my CEUs from a particular provider?**

The FCB accepts CEUs offered by the following providers:

1. An FCB approved provider. *The certificate should indicate FCB and a provider number.*
2. A course approved by another licensing or certification board. *The certificate should indicate the licensing or certification board name or acronym and a provider number.*
3. A course offered by an accredited college or university. *Please provide a copy of your transcript and a brief course description.*

**My employer requires me to take agency in-service training courses. Are these eligible for my CEUS?**

If your employer is an FCB Approved Provider or is an approved provider of another certification or licensing board, you may use your employer in-service CEUs to meet the FCB renewal requirements.

### **Are there specific CEU course titles I must take?**

The FCB requires that you take CEUs that are related to at least one of the credentialed performance domains. What is most important is that you get continuing education in an area that is directly related to your professional, clinical practice. For a list of credentials and corresponding performance domains, please contact the FCB.

### **How do I locate FCB approved providers?**

The FCB maintains a list of approved providers on our website. Some of the providers offer coursework to the public, some only offer coursework to their employees; you will need to check with the individual provider. To access this information:

1. Enter the FCB website address into your internet browser: [www.flcertificationboard.org](http://www.flcertificationboard.org)
2. From the homepage, select the “Training” option listed on the left hand menu
3. From this page, select “FCB Approved Providers” from the menu at the top of the page
4. At the bottom of this page, select “start searching now” to locate a provider in or near your area

### **How do I know that the FCB renewed my credential?**

During the renewal period (*May – July or September – November*) the FCB updates its database within 24 hours of receipt of your renewal payment and prints/mailes new certification cards on a weekly basis. You should receive your new certification card within 2 weeks of receipt of payment by the FCB.

You can also verify your certification status in real time from our homepage, which is the most current and accurate source of certification verification information, at <http://fcb.cyzap.net/certifieds/>.

### **What happens if I am late paying my renewal fee(s)?**

**June renewal payments** are due to the FCB offices, postmarked, no later than June 30 of the calendar year. Payments received between July 1 and July 31<sup>st</sup> of the calendar year are assessed a \$30 late fee.

**October renewal payments** are due to the FCB offices, postmarked no later than October 31<sup>st</sup> of the calendar year. Payments received between November 1<sup>st</sup> and November 30<sup>th</sup> of the calendar year are assessed a \$30 late fee.

### **What happens if I forget to pay my renewal payment within the FCB’s timelines?**

Non-payment after August 1<sup>st</sup> or December 1<sup>st</sup> of the calendar year, depending on the credential, automatically results in the credential being placed on inactive status. You must complete the reinstatement process to reinstate an inactive credential.

## **What happens if I am audited, pay my renewal fee, but do NOT submit CEU documentation to the FCB?**

Continuing education is critical to maintaining competency and the FCB expects all certified individuals to complete annual CEUs. Non-compliance with annual CEUs is viewed as breach of professional ethics. As such, all audited individuals who **have not** submitted CEU documentation by July 30<sup>th</sup> or November 30<sup>th</sup> (depending on the audited credential), will experience the following actions:

1. The FCB will suspend your credential on August 1<sup>st</sup> or December 1<sup>st</sup> (depending on the audited credential).
2. The FCB will open an ethics case against you, citing Rule 2.1, which states, “A certified person ... shall meet and comply with all terms, conditions, or limitations of any professional certification which they hold.” Completing annual CEUs is a condition of certification.
3. Your credential will be “suspended” until you address the ethics violation and seek reinstatement of your credential.

To resolve the ethics case and reinstate your credential, you must:

1. Submit the required number of CEUs, dated up to 12 months prior to the date the CEUs are submitted.
2. Pay the ethics fine of \$50 or \$20 (fee depends on the credential)
3. Prepare for a second audit: if you are cited for failure to submit CEUs, you will be audited as part of the next renewal cycle. You may not use any CEUs submitted to resolve the ethics case to meet the second audit.

Please note: Ethics violations remain on your certification history, which can be accessed by the general public from the FCB homepage. The first time you have an ethics violation for non-compliance with CEUs, we will remove the violation from public history once you resolve the issue. Should a second ethics case open for non-compliance with CEUs, the FCB will publish such in the public-access database. The FCB reserves the right to apply additional sanctions to repeat offenders.

## **I allowed my credential to become inactive, what is the reinstatement process?**

A credential may remain on inactive status for a maximum of three (3) years. Within the 3-year period, you may reinstate your credential by:

1. Paying the reinstatement fee
2. Paying the annual renewal fee
3. Submitting CEUs
4. Meeting additional requirements implemented after inactive status took effect.

The fees and CEU hours indicated above are applicable to most reinstatement candidates; however, as the reinstatement fee, renewal fee, number of CEUs, and additional requirements differ depending on the level of the credential and the number of credentials being reinstated, a certification specialist will advise you of your exact reinstatement requirements.

**I earned my credential during the grandfathering period, allowed it to go inactive, and want to reinstate. Is the reinstatement process the same?**

Almost. Like all other credentials, you must:

1. Pay the reinstatement fee
2. Pay the annual renewal fee
3. Submit CEUs
4. Meet additional requirements implemented after inactive status took effect.

Reinstating a grandfathered credential **always requires** you to meet the additional certification standards that were implemented once the grandfathering period closed. In most cases, this means that you will be required to pass a written exam. Exams are offered on a bimonthly and/or quarterly basis and you will not be reinstated until you have passed the exam: exams will not be individually administered for the sole purpose of reinstating an inactive credential.