



## FPSS-S Certemy Instructions Guide

1. If you do not currently have a Certemy account, create one after clicking on FPSS-S application directly from NCB FPSS-S website. Use a personal email address (not work email) so you will always have access to your email and Certemy account. If you already have an account, log into your current account after clicking on FPSS application directly from NCB FPSS-S website.
2. Complete the 10 steps within Certemy. The circles will be red, once you submit the required content, they will turn green. After NCB approves the step, it will be green with a checkmark. The NCB has 10 business days to verify each step. If a step is rejected, Certemy will alert you as to why it was rejected and what needs to be done to resolve the issue.
  - a. **Step 1 Personal Information:** including how you identify with family support experience.
  - b. **Step 2 Identification Card:** Upload proof of identification (valid photo ID or passport).
  - c. **Step 3 Demographics:** This will give NCB information about who Nevada's workforce is and what areas of the state we are reaching and will better equip the state to respond to grant opportunities, recruitment, and training needs.
  - d. **Step 4 Credential Requirement:** Upload proof of FPSS certification or additional education requirements.
  - e. **Step 5 Formal Education:** Upload HS diploma or equivalent (including GED or HiSET) or college degree.
  - f. **Step 6 Required Training:** Upload your certification of completion of your FPSS-S training.
  - g. **Step 7 Supervisor Attestation:** Review and agree to supervision responsibilities.
  - h. **Step 8 Supervising FPSS:** List your current FPSS supervisees.
  - i. **Step 9 Code of Ethics:** Review and sign the Code of Ethics, using the mouse/keypad with your computer.
  - j. **Step 10 System of Care Values and Principles:** Review and sign System of Care Values and Principles, using the mouse/keypad with your computer.
  - k. **Step 11 Certification Fee:** Pay the \$125 application fee. This can be done by:
    - i. using a credit card, within Certemy
    - ii. selecting 3<sup>rd</sup> party payment if someone else is paying on your behalf. Make sure to fill out the name of the agency, person responsible for payment, and their email address.
    - iii. paying via check made out to the "Nevada Certification Board" with your name and FPSS fee in the memo line and mailed to PO Box 13122, Reno, NV 89507.
  - l. **Step 12 Final Review:** Once the NCB has verified your completion, your FPSS Certificate will be uploaded in the "Digital Wallet" tab in Certemy for your access.